

Explanation for Completing Resale Clothing Form

Deadline for mailed submissions is January 10, 2020

Deadline for online submissions is January 17, 2020

Please send completed online form to: midwinterresale@yahoo.com

Name: Examples: Carol Moore

C. S. Moore

Carol S. Moore

C. Susan Moore

Alternate Lookup: Includes 1st initial, middle initial and last name plus item number.

Example: csmoore0001

csmoore0002

csmoore0003

Quantity: *This is a closed column.* It will always be "1". Examples: Even if you have 5 ties in a bundle it is 1 - one. Say, 3 belts in a bundle, it is 1 – one. 1 Blouse, 1 Shirt, 1 Skirt, 1 Skirt/Blouse Set, 1 pair of shoes, etc.

Category: Pettipants, blouse, skirt, dress, shirt, men’s pants, belt, shoes, petticoat, etc.

Color(s): This is self explanatory. *Each color description must be unique to the item submitted.*

Size: For example – 7M, small, medium, large, x-large, 42x30, etc.

Description: If the item is a set, list what is included. For example: two piece skirt & blouse, dress w/belt, 10 ties assorted colors, 6 belts, pair of shoes, etc. If possible include the manufacturer name (H Bar C, Pitchfork, Malco Mode, Coast, Cinch, Wrangler, Roper, etc.) for the item. If you do have very similar items please ensure the descriptions are unique for each item submitted.

Donate or Return: If you want the item returned please write – ***return***. If you do not want the item returned to you please write – ***donate***.

Note: When you are filling in the form please do not put more than 25 items per sheet and no more than 4 sheets per submission. The download will include 4 sheets in an excel worksheet format. You can make more than one submission. Remember to use the same name and alternate lookup if you do more than one submission. Keep a copy for yourself and bring it with you when you bring in the items to be tagged.

Note: Please ensure that we have your correct name, mailing address, phone number and email address.

Contact: Sheila Machado, cell: 503-884-0158, sheilainsalem@hotmail.com