

## **TOTE GUIDELINES**

- Tote size should be no larger than 18 gallons.
- Weight of tote when filled should be no more than 10-15 pounds. We stack these and if filled heavier it poses a risk to our staff on lifting.
- Lid must be closed securely on tote as we stack totes on shelving.
- Write your name and consignor number on both the lid and the base of the tote. This ensures that should either piece get separated we know who it belongs to.

## **Why we want items in a tote instead of a cardboard box**

- Items are protected better in a plastic tote than in cardboard
- Cardboard boxes tend to break apart and do not stack nicely
- We have to dispose of cardboard boxes and it fills our trash can up quickly. With totes there is none of that and they are returned to you and can be reused over and over again to bring items in to consign!

## **What goes in a tote**

- Any piece of clothing that you do not have hangers for should be folded neatly
- Shoes, purses, jewelry, books, movies, home décor, house wares, etc basically anything that cannot be placed on a hanger
- Off season items you wish for us to store until the proper season