

NON-EXPRESS CONSIGNING FORM

USER ID: _____

Date: _____

PASSWORD: _____

	Item Description	Size (if applicable)	Price
1			
2			
3			
4			
5			
6			
7			
8			

Instructions for volunteer entering items

Volunteer Initials: _____

Only enter information into the following fields:

Price – see above from consignor

Category – you determine based on item (never Tax Exempt for consigned items)

Size – see above from consignor (may not apply)

Description/Brand Name – see above from consignor

Description – enter color of the week and disposal date