

10E. Clothes

Sorting

You will receive an abundance of clothes. Do not waste valuable time mending or doing extensive washing. When sorting, be very discriminating in what is kept, when in doubt (out of season, out of style), discard it. There is no need to take up rack space with clothes whose salability is questionable, if you get too many clothes out on the rack that no one wants to buy; people will stop coming to shop.

It can be difficult to get rid of ‘good’ clothes. The problem is that just because they are usable does not mean someone is going to want to purchase them.

To help with this hesitancy to discard ‘good’ clothes, we have found an outlet for the clothes we decide not to keep. We have a recycling company that comes and picks up our unwanted clothes. They ship them to third world countries and pay us up to \$.025 per pound. A win win situation. (We have a least fifty bags of discarded clothing per week)

*See “Operational Procedures: Recycling” p. 173

It is important that all clothes out on the floor are suitable for sale. They should not be; stained, torn, dirty, missing buttons, wrinkled, etc. Keep your eyes open for deficiencies through each stage of the process. This does not mean you look every piece over in every stage; it means you are watching for these things each time you handle the clothes regardless of the stage they are in.

There are at least five opportunities to observe imperfections:

Sorting	Hanging	Steaming	Tagging	Placing on Floor
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We throw away clothes that are suggestive of Halloween (ghosts, witches, jacko lanterns, spiders). We do put out for sale some costumes that kids can use for playing dress up. It would be good to place these out throughout the year, not just in October.

Storing

If you have storage space, pack up some clothes for future use. You should only keep clothes that are in **great** condition. It is good to have some racks in the storage area for winter coats. Items you may wish to pack up and save:

<u>In the Summer</u>	<u>In the Winter</u>
Winter Coats	Swimsuits
Winter Clothes	Shorts

Washing

Sanitize all undergarments by washing with bleach; be very selective in any other washing that is done. If clothes have an odor, wash or discard them. It makes shopping a more pleasant experience when you keep the store free of that musty used clothes smell.

Pricing

Refer to the Clothes Price Sheet for details, most clothes have a base price of \$3.00 or \$4.00, most kids clothes have a base price of \$2.00, the prices that are different than \$3.00 are in bold. See the “Boutique” section for pricing of the nicer clothes.

Accessories

We do not tag the accessories. Periodically glean out what looks like it may have been there for awhile. The staff who routinely stock the accessories will have a good idea of what they have put out recently and what has been there for awhile and needs to be removed.

Accessories include belts, gloves, socks, underwear, wallets, ties, scarves, etc.

*See “Clothes Price Sheet”

Training

How to look the clothes over and sort appropriately: keep, recycle, discard

Choosing the correct hanger

Hanging properly – “Left is Right”, with the crook of the hanger facing away from you, place the garment with the front facing to your left. Leave the top button undone on shirts and pants.

Understand the color coding system –

Difference between men’s and women’s –

Buttons – Men on the right, Women on the left (with the garment on).

Shirt Size – Men: S M L XL, Neck size 15, shirt length 32-33, etc.

Women: S M L XL – 6, 8, 10, 12, etc.

Pant Size – Men: 32/30 waist & length

Women: 6, 8, 10, 12, etc.

Placement on Floor

Place the clothes out on the floor in their appropriate position. Women, Men, Girls, Boys, Infant. Blouses, Pants, Shorts, Dresses, Uniforms, Maternity, Long Sleeve Shirts, Short sleeve Shirts, Coats, Suits, etc. As far as possible, place them according to size.

Processing

Choose a method to effectively process the clothes that best suits your situation.

Methods

1. Process each piece as it comes through each stage
2. Lay them all out and process them all through each stage

Clothes Procedures

- a. Price List
- b. Processing Methods 1 & 2
- c. Tagging
- d. Boutique

Price List: MEN

Jeans	\$4.00
Pajama Set	\$3.00
Pants	\$3.00
Robes	\$3.00
Shirts	\$3.00
T-shirts	\$3.00
Shorts / Bathing Suites	\$3.00
Suits	\$6.00
Sports Jacket	\$4.00
Sweaters	\$3.00
Vests	\$2.00
Winter Coats	\$5.00
Winter Jackets	\$3.00

BOYS/GIRLS 6-18**\$3.00****INFANT/TODDLER 0-5**

Bibs	\$0.25
Bloomers/Underpants	\$0.50
Booties/Socks	\$0.25
Hats/Caps	\$1.00
Pants	\$2.00
Shirts	\$2.00
Shorts	\$2.00
Sleepers / Onesies	\$2.00
Outfits / Dresses	\$3.00

WOMEN

Blazer Jackets	\$3.00
Blouses / Tops	\$3.00
Dresses	\$4.00
Jeans	\$4.00
Jumpers	\$4.00
Jogging Suits	\$4.00
Pants / Slacks	\$3.00
Pantsuits	\$4.00
Shorts	\$3.00
Skirts	\$3.00
Sleepwear / Lingerie	\$3.00
Slips	\$2.00
Sweaters	\$3.00
Swimsuits	\$3.00
T-shirts	\$3.00
Vests	\$2.00
2-Piece Outfits	\$4.00
Winter Coats	\$5.00
Winter Jackets	\$3.00

ACCESSORIES

Belts	\$1.00
Bras	\$1.00
Eye glass Cases	\$0.25
Glasses	\$1.00
Gloves	\$1.00
Hats / Caps	\$1.00
Purses	\$2.00
Scarves / Shawls	\$1.00
Shoes	\$4.00
Socks/Hose	\$0.25
Suspenders	\$3.00
Ties	\$1.00
Underwear	\$0.75
Wallets	\$0.50

10Eb. Clothes Sorting Option One

1. Dump a bag of unsorted clothes on the table
2. Sort into four categories 1) those to discard 2) those that can be hung immediately 3) those that are wrinkled 4) those for the Boutique
 - a. Bag the discarded ones
 - b. Process the wrinkled ones
 - i. Place the appropriate clothes in the dryer with a wet towel for fifteen minutes, as soon as the dryer stops take them out and hang
 - ii. Hang the others to be ironed or steamed
3. Steam or Iron wrinkled clothes not run through the dryer
4. Hang clothes on “Z” rack
 - a. Place clothes on the appropriate hanger
 - b. Tag clothes with current colored plastic fasteners
 - c. Button second button on blouses/shirts
 - d. Zip pants/shorts, do not button them (it is easier for the customer to find the size)
 - e. Hang on “Z” rack
 - f. Hang like pieces together for ease of placing in correct place on sales floor (all women’s blouses, men’s short sleeve shirts, men’s long sleeve shirts, etc.)
5. When the “Z” rack is full, roll it out and place clothes on the clothes racks in their proper place
6. Hang, tag and price the Boutique clothes. Put them out on the Boutique rack

Shoes are part of the cycle, place colored dots on the soul or inside in the heal. We have one price sign for all of the shoes, we do not differentiate between adult and kids. There are many kids shoes that are not worth \$4.00, simply tag them with a lower priced color.

Example; The current color is yellow, you feel the shoe is worth \$1.00; place a blue dot on it, if it is only worth \$0.60; place a pink dot on it.

You can deal with each miscellaneous item as you come across it, or place them in a basket and process them when the basket is full. Most of the accessory items can go directly on the sales floor, the underwear should be sanitized in the washing machine with bleach, hose can be placed in small Ziploc bags.

- | | | |
|----------|--------------------------|--------------|
| • Belts | • Hats | • Socks/Hose |
| • Bras | • Purses | • Ties |
| • Gloves | • Scarves/Hankies/Purses | • Underwear |
| | | • Wallets |

Clothes Sorting Option Two

1. Lay clothes out on the sorting tables in the appropriate category. As you are laying them out be sure and discard any piece with stains or holes in them. You can keep a garment with a stain to try and wash it but only if it is an exceptionally nice piece. You will have more clothes then you can ever imagine so do not be afraid to eliminate.

Categories

- | | | |
|-------------------|-------------------|----------------|
| • Skirts | • Women's Blouses | • Men's Pants |
| • Dresses | • Women's Shorts | • Men's Shirts |
| • 2-Piece Outfits | • Women's Pants | • Men's Shorts |

2. Sort these miscellaneous clothes items under tables into baskets to be processed later.

- | | |
|--------------|-------------------|
| • Lingerie | • Shoes |
| • Bras | • Purses |
| • Underpants | • Belts |
| • Swimsuits | • Scarves/Hankies |
| • Socks/hose | • Hats |

Sanitize all undergarments in washing machine with bleach

3. Hang like clothes together on the "Z" rack.

Example: Hang all women's blouses before hanging women's pants.

Separate short sleeves from long sleeves. Button 2nd button on blouses/shirts, zip pants/shorts, but do not button them (it is easier for the customer to find the size).

4. As you are sorting, glean clothes looking for two items: 1) Boutique clothes, 2) those that do not need to be steamed. Tag Boutique clothes with paper tag and mark price. Tag clothes that do not need steaming with the current colored plastic fastener and put out on sales floor.
5. Steam remaining clothes.
6. Tag remaining clothes with current colored plastic fasteners and put out on sales floor.
7. Repeat Cycle as often as needed.

10Ebb. Clothes Sorting Option One Detail Procedures

7. Dump clothes on sorting table. Each piece of clothing is checked for condition; tears, rips, stains, missing buttons, and broken zippers. Stained clothing is either placed in the discard bag or washed. Defective clothes are placed in a black bag for recycling.
8. Sort into six categories 1) those to discard 2) those that are wrinkled 3) those to be washed 4) those that can be hung immediately 5) those out of season 6) those for the Boutique rack
 - a. Bag the discarded ones
 - b. Process the wrinkled ones
 - i. Spray a mist of water on the appropriate clothes, place them in the dryer for fifteen minutes, as soon as the dryer stops take them out and hang. If the wrinkles do not come out, place clothing on the ironing rack to be ironed.
 - ii. Hang clothes that need ironing and place on the ironing rack. When they are ironed, continue with process as outlined in section 3.
 - c. Wash the appropriate clothes – undergarments, nice clothes yet with an odor
 - i. Undergarments – Use bleach
9. Hang clothes on “Z” rack:
 - a. Place clothes on the appropriate hanger
Hang properly – “Left is Right” – with the crook of the hanger facing away from you, place the garment with the front facing to your left.

Hang Pants/Shorts with the zipper facing the left, zip, but do not button them (it is easier for the customer to find the size.) Leave the top button undone on shirts and blouses
 - b. Hang on “Z” rack
Hang like pieces together for ease of placing in correct place on sales floor (all women’s blouses, men’s short sleeve shirts, men’s long sleeve shirts, etc.)
 - c. Tag clothes with current colored plastic fasteners
The tag must be placed in the correct position for each type of clothes.
Shirts/Blouses/Suits – in the label
Pants/Shorts/Skirts – in the side, facing you with the front to your left, in the seam.
10. When the “Z” rack is full, roll it out and place clothes on the clothes racks. **They must be placed properly;** with other like items and with the correct size.

Women, Men, Girls, Boys, Infant. Blouses, Pants, Shorts, Dresses, Uniforms, Maternity, Long Sleeve Shirts, Short sleeve Shirts, Coats, Suits, etc. As far as possible, place them according to size.

Example: Men's Shirts – Short Sleeve – S, M, L, XL
 Long Sleeve – S, M, L, XL
 Polo – S, M, L, XL

Difference between men's and women's –

Buttons – Men on the right, Women on the left (with the garment on).

Shirt Size – Men: S M L XL, Neck size 15, shirt length 32-33, etc.

Women: S M L XL – 6, 8, 10, 12, etc.

Pant Size – Men: 32/30 waist & length

Women: 6, 8, 10, 12, etc.

11. **Out of Season:** Depending on storage space – either place out of season clothes in the appropriate box for storage or in the discard bag
12. **Boutique Clothes:** Clothes to be priced higher are to be placed on the boutique rack to be priced. After the boutique rack has been priced, the ones that are not going to be priced higher, will be placed on the tagging rack. They are to then be tagged with the appropriate color tag and placed on the floor.

Boutique clothes include: formal/wedding gowns, name brand clothing, or new clothing. Do not remove store price tags.

13. **Shoes & Purses:** As you find shoes and purses, place them in the designated sorting location. Processing: Match shoes with a mate. Wipe and clean as needed. Determine appropriate price – Boutique, Boots, Children. Place the appropriate colored dot on the inside and outside heel. Place in shoe department.

14. **Jewelry:** All jewelry should be given to the designated person to process and price.

Keep Your Eyes Open

It is important that all clothes out on the floor are suitable for sale. They should not be; stained, torn, dirty, missing buttons, wrinkled, etc. Keep your eyes open for deficiencies through each stage of the process. This does not mean you look every piece over in each stage (except sorting); it means you should keep your eyes open every time you handle the clothes regardless of the stage it is in.

There are at least five opportunities to observe imperfections:

Sorting Hanging Steaming Tagging Placing on Floor

Police the Floor

Keep the sales racks in order; routinely 'police' them for empty hangers, clothes off their hangers, clothes in the changing booth. This can be done specifically several times per day or when placing new clothes on the racks. Bring collected hangers from the register to the back.

End of Day

The last team working for the day should leave the area picked up and clean.

10Ec. Clothes Tagging

Clothes will be your biggest sales category; thankfully it is also what you will receive an abundance of. It is very important to keep them moving; you do not want the same clothes to be on the rack forever.

A tagging system assures that the clothes are rotated on a consistent basis. With out a system, you are unable to determine the length of time an article of clothing has been out on the rack for sale. Tagging is extra work that is well worth the effort.

Color System

We use a color coding system; each article of clothing receives a plastic colored fastener.

Blouses / Shirts – in label

Pants / Shorts / Skirts – in the crease of the side facing out when on the hanger.

Colors:

Red White Blue Pink Green Yellow

The posted signs show the color and the corresponding price. When you change the signs, (we do it every two weeks) you are reducing the price of each color by 25%, until they eventually become \$0.25 . A Yellow tagged shirt starts out at \$3.00, when Green becomes the current color, a Yellow tagged shirt is now \$2.25, when Pink becomes the current color, a Yellow tagged shirt is now \$1.50, and so on. You change the price by the signs that designate the value of the color, not by changing the colored fasteners. The next to the last stage is \$0.25; every article is \$0.25 no matter if it started out at \$4.00 or \$1.00.

At the end of the two week cycle we go through and ‘touch’ every article of clothing looking for three things:

1. The color that is going to be \$0.25
Place on \$0.25 rack
2. Items without fasteners
Re-tag and re-hang ⁽¹⁾
3. The color that was pulled last time
If you find this color it means it was missed last time; place in recycle bin

⁽¹⁾ There are several reasons why you may find clothes without fasteners; 1) someone forgot to tag them before they were put out, 2) customers take them off, 3) they have fallen off.

Place the color that is going to be \$0.25 on a specific rack. It is amazing that people do not seem to find the \$0.25 clothing when they are mixed in with all the other colors. This rack has the sign that says “Sale Yellow Tag Clothes \$0.25” (or whatever color is \$0.25). It takes some education, but customers will begin to realize that it is not the placement on the rack that makes the clothes \$0.25, it is the color of the fastener.

At the end of the second week, any clothes left on the \$0.25 rack are disposed of or sent to be recycled.

Pull the next \$0.25 color on the same day every two weeks. Decide what day will be the best for you and stick to it, this helps you remember when it is time and gives you a consistent two week rotation.

Do not change the signs until you have finished pulling the color.

Be sure you are completely done pulling the color before you start putting out 'new' articles of clothing. If Yellow was the most recent \$0.25 color, it is now going to be the color on the new \$3.00 items. If you start putting clothes out before you are done pulling, you will not know if the yellow tag is a new item or one that was missed last time, and customers will be getting the new \$3.00 items for \$0.25.

Printing Signs

After you decide where each style of clothes will hang (Dresses, Jeans, Blouses, etc.), determine how many signs you need. Print a set of signs for each color rotation and file them for future use.

The signs provided in this guide are formatted in Microsoft Publisher '98.

Sign Holders

The signs are placed in the acrylic holders attached to the clothes racks.

Step by Step Procedure:

Take all the clothes off of the \$0.25 rack and bag for recycling. Remember these clothes have been for sale for eleven to twelve weeks (three months), let them go.

Glean the racks; go through and physically inspect every article of clothing.

1. Place the clothing with the color fasteners that are going to be \$0.25, on their 'new' rack.
2. Retag the ones that are missing a fastener.
3. If you find the color that is the same as the current \$0.25 color, place it in the free buggy; it was missed last time.

When you are done pulling, replace all the signs with the next set. The next set is the one that has the same color that has been \$0.25, in the first position, i.e., if Yellow has been \$0.25, Yellow is now the \$3.00 color.

You are now ready to tag clothes with the 'new' current color, and start another two week cycle.

Glean the shoes and place new dots on the ones that have fallen off. We leave the \$0.25 shoes on the shelves. When it is time for the \$0.25 color to become the current color, bag the \$0.25 for recycling.

10Ed. Boutique Clothing

Some clothes are very nice and can be priced higher than average. Use discretion in this department, you do not want to put all the “good” clothes on the boutique rack, you want customers to find bargains on the main racks. They will keep coming back to shop when they are able to find a “Tommy” for \$2.25 every once and awhile.

Boutique Examples: Name brand clothing – Wedding/prom dresses – Designer purses and shoes – Like new two piece outfits – Party dresses – Items that are 100% Linen or Silk.

Sample Pricing

Blouse Shirt	\$ 7.00 – \$10.00	2-Piece-Outfit	\$12.00 – \$ 25.00
Pants	\$ 7.00 – \$10.00	Suit	\$12.00 – \$ 25.00
Shirt	\$ 7.00 – \$10.00	Evening Gown	\$20.00 – \$ 45.00
Skirt	\$ 7.00 – \$10.00	Tuxedo	\$20.00 – \$ 35.00
Shorts	\$ 7.00 – \$10.00	Furs	\$15.00 – \$ 45.00
Lingerie	\$ 7.00 – \$20.00	Winter Coat	\$15.00 – \$125.00
Jeans	\$ 7.00 – \$15.00	Wedding Gown	\$50.00 – \$250.00

Clothes brands to look for:

Kasper ASL	Rafella	Designer Originals	LeSuit
Danny & Nicole	Ann Taylor	Jones New York	Lanvin
Tommy Hilfiger	Hugo Boss	Abercrombie & Fitch	Polo
Bill Bass	Adidas	Tommy Bahama	Calvin Klein
Dockers	Diesel	Giorgio Armani	Guess
L.L Bean	Zanetti	OshKosh B'Gosh	Pierre Cardin

Extensive list of name brand clothes:

http://www.apparelsearch.com/Wholesale_Clothing/popular_brand_names_clothes.htm

Designer purses bring good money; you definitely can get more than the regular \$2.00 purse price. When pricing a designer purse, make sure it is not an imitation. If you are not sure, go on-line and find information on what things to look for that make a purse the real thing and not an imitation.

Purse brands to look for:

- New \$200 - \$300, in like new condition we price up to \$75
Dooney & Burke, Gucci, Coach, Capezio, Prada
- New \$50 - \$150, in like new condition we price up to \$50
Fossil, Liz Claiborne, NineWest
- New \$50 - \$100, in like new condition we price from \$10 - \$25
Rosetti, Gloria Vanderbilt, Studio Bay, Maruca

Shoe brands to look for:

New up to \$100, in like new condition we price from \$10 - \$25

D&G Dolce & Gabbana, SAS, Life Stride, Skechers, Nike, New Balance, anything in leather or suede. Boots – Dress, Cowboy, Work, \$10 - \$25

We have seen a authentic “Louis Vuitton” purse sell for as much as \$3,000 on e-bay, so keep your eyes open.

Tag the Boutique clothes with a grey paper tag and a 1” clear fastener, write on the tag the size and price. Put the date on the back of the tag (or use the date code), so you can go through on a regular basis (every two weeks), and mark down those that have been there longer than two weeks.

When the price of an article on the boutique rack reaches the ‘standard’ price, take off the grey paper tag, tag it with the current color fastener and place it on the regular rack, it will then work its way through the cycle.

You may skip the above step and place clothes directly in the recycling bin if they have already been marked down several times and have not sold.

Clothes can be saved for specific holidays. We lay aside more clothes for the big holidays of Christmas and New Years. Christmas clothing can go out the first of November and the Glitz & Glamour (New Years) Clothing can be put out the first week of December. These Clothes are tagged and priced like the Boutique clothes.

10F. Household / Kitchen

There are a plethora of items included in this department. You will gain a feel for pricing in the various categories and will find that many items come in on a regular basis and can be priced consistently. (Glasses \$0.50, Plates \$1.00, Bowls \$.050, Vases \$0.50 etc.) An adjustment in price can take place if the item is different from the standard in style or condition.

Because of the time involved, we do not price each piece of silverware, we place it in a marked bin. If it is real silver, mark it accordingly.

Marking:

Place a piece of tape on the item and then write the price on the tape. You may write directly on glass or porcelain, it can be removed with Windex, finger nail polish remover, or dish detergent. Do not write directly on wood, cracked porcelain, or other porous material. It is discouraging for a customer to purchase an item and not be able to remove the price.

If the item is in a box, either discard the box, or place a price on the box and the item.

Pricing

HOUSEHOLD

Artificial Flowers – 0.50-5.00
 Baskets – 0.25-5.00
 Candle Holders – 0.25-10.00
 Candles – 0.25-3.00
 Clothes Basket – 2.00-4.00
 Craft Items – 0.25-3.00
 Curtain Rods – 3.00-5.00
 Decorative Plaques – 0.50-10.00
 Decorative Plates – 0.50-10.00
 Flower Arrangements – 1.00-10.00
 Hamper – 3.00-5.00
 Ironing Boards – 2.00-5.00
 Knick Knacks – 0.25-up
 Lamps – 2.00-35.00
 Material – 0.50 per yard
 Material-Bundles – 1.00-5.00
 Paintings/Art/Pictures – 0.50-100.00
 Patterns – 0.25-0.50
 Pictures – 0.50-150.00
 Picture Frames – 0.50-3.00
 Planters – 0.50-8.00
 Tins – 0.25-2.00

Umbrellas – 1.00-3.00
 Vases-Lg – 1.00-4.00
 Vases-Med – 0.50-2.00
 Vases-Small – 0.50-1.00
 Window Shades/Blinds – 0.50-5.00

KITCHEN

Baking Dishes-Glass-Lg – 5.00-8.00
 Baking Dishes-Glass-Sm – 2.00-5.00
 Bowls w/lids – 0.50-2.00
 Bowls – 0.50
 Butter Dish – 1.00-3.00
 Cake or Pie Carrier – 2.00-4.00
 Canister Sets – 2.00-10.00
 Canisters - Ind. – 1.00-5.00
 Cast Iron Skillet – 3.00-10.00
 Cereal Bowls – 0.50
 Cups – 0.25-0.50
 Frying Pan – 1.00-4.00
 Glasses – 0.25-1.00
 Ice Chest – 1.00-5.00
 Ice Trays – 0.25

Metal – 0.50-3.00
Microwave dishes – 1.00-4.00
Mugs – 0.50-1.00
Pitchers, Water or Tea – 1.00-3.00
Plates-Lg – 1.00
Plates-Sm – 0.50
Platters – 1.00-3.00
Pot Lids – 0.25-1.00
Pots-Lg – 2.00-5.00
Pots-Med – 1.00-4.00
Pots-Sm – 1.00-3.00
Salt & Pepper shakers – 0.50-3.00 Set
Saucers – 0.10-0.25
Serving Bowls – 1.00-3.00
Serving Trays – 1.00-3.00
Sets of Dishes-Antiques – 50.00-125.00
Sets of Dishes-Reg – 10.00-25.00
Sets of Dishes-Special – 25.00-50.00
Stemware – 0.50-3.00
Sugar & Creamer Sets – 2.00-5.00
Trivets – 0.50-2.00

Plastic Dishes:

Plates – 0.50
Serving Trays – 0.50-2.00
Thermos-Lg – 2.00-4.00
Thermos-Sm – 1.00-3.00
Travel Cups & Glasses – 0.50-2.00

Silverware:

Forks – 0.25
Knives – 0.25
Spoons – 0.25
Real Silver – 0.50-2.00

Utensils:

Metal – 0.50-3.00
Plastic, Wood, Rubber – 0.50-2.00

Eustis Household / Miscellaneous – Dicie serves in this department full time. It takes another person four to six hours per week for the “men’s” things and bulky items

10G. Furniture / Large Items

If you have a staging area, large items can be inspected, priced and then placed out on the floor. If you do not have a staging area, large items will be placed directly on the sales floor as they come in, therefore, you will need to check the floor periodically and price the new arrivals. Price the new items as soon as possible, it is awkward to give someone a price when they are standing there expecting a good deal.

If you have the staff, there are things that can be done to make items more appealing. Wipe down furniture and appliances, spray with Fabreez, clean arms of sofas and chairs with upholstery cleaner, wipe out refrigerators, make minor repairs, apply Old English to scratches. If you do not have the staff, do not fret, you can still put things out As Is, but it is nice if you are able to make them more attractive.

Tagging

Have a consistent way to tag items, it makes it easier to locate the price when you and/or the customer is looking for it, it will also reduce the chance of you not catching that someone has changed tags – if you see a tag that is not in the usual position, check to see if a customer placed it there. It also reduces the chance of double tagging (you tag it on the right, then I come along and not seeing a tag in the correct place – on the left, tag it again).

Tag Positions

Flat Surfaces – place squarely in the bottom left hand corner.
Sofas/Chairs – left side on arm or top left corner

Pricing

Learning how to price comes from experience. As you gain experience, you will get a feel for a baseline price; use this baseline as you price nicer items higher and lesser quality items lower.

The price of an item depends on several factors;

Condition – Rips, tares, stains, smell, vintage

Quality – What price range was it when new?

Name Brand – Broyhill, Ethen Allen, etc.

Antique – Just because an item is old, does not mean it is an antique

Some names to look for – Heywood Wakefield, Temple Stuart,
Berkey & Gay

Supply and Demand – Certain items move faster at different times of year.

Be aware of your market and its fluctuations. If sofas are not selling check your pricing, if you are out of sofas, check your pricing.

Be aware of your market and make appropriate adjustments. Example: In one location we get \$25 -\$35 per bed frame and cannot keep them in stock, in another location they are priced for \$8 and they are unable to get rid of them.

Be flexible, the goal is to have a flow of merchandise, bring it in, take it out. When customers see an ever changing inventory, they keep coming back, if they always see the same old thing, why bother. With this in mind, remember, everything for sale has been donated; do not fall in love with it. This is where good judgment is needed, you do not want to let something be sold way below market, on the other hand you want to keep it moving.

If you have a very nice 'expensive when new' piece of furniture do not be afraid to put a good price on it. We have sold Tempur-Pedic® beds for \$800.00, Big Screen TV's for \$500 - \$600, Nice Sofas for \$1,200, 'if you don't ask you don't get'. Be sure to monitor how long a high priced piece has been on the floor and be willing to take less and or mark it down. If you have had a high priced item for awhile, and there has been very little interest in it, and someone comes along and makes you an offer, strongly consider accepting it. Example – Sofa marked \$600, has been on the floor for two months and no one has shown interest, customer offers \$150, you may want to take it, or make a counter offer; the point is make a sale.

Just because an item is old, does not mean it is an antique, there is a difference, knowing that difference is key. We have become friends with several antique dealers, when an item comes in that we question, we hold back on pricing it until we can have one of our friends take a look at it and recommend a price.

You want to be fair in your pricing, you need to make sales to pay the bills, but you do not want to get a reputation for pricing things to high. You are always willing to negotiate, but you have to be careful, there are some who will ask for a lower price if they feel you are too high, but the majority of customers will just go else ware if they feel your pricing over all is too high (and tell all of their friends).

With the above factors in mind, here are some examples and ranges of pricing, remember these are only guidelines to get you started, check your market and adjust with the seasons.

Furniture

Sofas – Low \$25 - \$35; Average \$50 - \$95 High \$125 - \$195; Very Nice \$225 - \$600
We sold a sofa once for \$1,200

Added Value – Reclining, Sectional, Name Brand
Add about \$25 for a sofa bed

Living Room Chairs –

Average Chair – Low \$10 - \$15; Average \$20 - \$35; High \$45 - \$75
Swivel Rocker – Low \$10 - \$15; Average \$20 - \$35; High \$45 - \$75
Recliner – Low \$15 - \$25; Average \$35 - \$55; High \$75 - \$125; Very Nice, up to \$350
A Lay-Z-Boy in great condition can bring between \$75 and \$125 or more.

Kitchen –

Table – Low \$15 - \$25; Average \$40 - \$60; High \$95 - \$125; Very Nice, up to \$600
Table with 4 Chairs – Low \$25 - \$45; Average \$65 - \$95; High \$125 - \$150; Very Nice,
up to \$600
China Hutch – Low \$25- \$50; Average \$60- \$95; High \$125 - \$225

Desks –

Computer Desks – Price according to size and condition. If it is Sauder,
is it holding together?

Low \$10 - \$15; Average \$20- \$45; High \$50- \$125

Office Desks – Low \$10- \$15; Average \$20 - \$35; High \$50 - \$125

Metal and “L” shaped desks are hard to get rid of.

Music

Piano / Organ –

Organs – The market for organs is very interesting, sometimes we get \$500 to \$700
for one and sometimes we can not give them away.

Low \$Free - \$20; Average \$30 - \$75; High \$125 - \$195; Very nice \$500 and up

Pianos – Customers look for pianos for their children to learn on. Things to look for; all
keys work, antique versus old, veneer peeling, legs broken, music rack broken,
over all finish, bench, ornate carvings. If you offer delivery, add \$15 - \$20 to
your base delivery fee for pianos.

Low \$25 - \$50; Average \$75 - \$125; High \$150 - \$350

Bedroom

Beds –

Twin – Low \$35; Average \$55; High \$125 - \$225

Double – Low \$45; Average \$65 - \$75; High \$95 - \$150

Queen – Low \$55; Average \$75 - \$95; High \$125 - \$225; Very Nice, up to \$600

King –Low \$65; Average \$95 - \$125; High \$150 - \$250; Very Nice up to \$600

Craftmatic Beds (Electric) – Sometimes we get more for an adjustable bed, and sometimes it
seems like we can not give them away, monitor your market.
\$125 - \$250

Hospital Beds – Be careful with “Hospital” beds. If they are electric you may be able to
“move” them, if they are manual, you might not want to take them.

Bunk Beds – pricing depends on whether the mattresses are with them, and the stability.

Metal or Wood, No Mattress – \$75 - \$125

Metal or Wood, with Mattress – \$125 - \$150

Bed Sizes –

Twin – 38 x 74

Three Quarter – 48 x 74, rare

Double – 54 x 74

Queen – 60 x 80

King – 76 x 80

And just to make life more interesting, there are some beds that are not standard;

Long Twin – 38 x 76
Hotel Double – 60 x 74
California King – 76 x 86

Bed Frames – price adjusted for; condition, wheels missing, clamps missing, rust, adjustability

Twin – \$10- \$25	Twin/Double – \$20 - \$25
Double – \$20 - \$25	Twin/Double/Queen – \$35
Queen – \$25- \$30	King – \$35

Rails that can only be used with Head and Foot Board \$10 - \$20 by themselves. If you have the set, they sell best if you set them up. \$45 - \$125

Large Appliances

If possible have a place set up where washers and dryers can be tested. Use the faucet of your existing washer, or make a special adapter for that faucet. Make pig tail sockets for dryers and stoves to plug in where you have your dyer.

If you do not have a way to test the appliances, sell them with a guarantee; if they don't work when the customer gets it home, refund their money. Remember, you want happy customers and what you have was donated, you have nothing to loose except customers.

Pricing

Washers – Low \$25 - \$50; Average \$75 - \$95; High \$125 - \$150

Dryers – Low \$20 - \$40; Average \$60 - \$75; High \$100 - \$125

Price adjusted for; Age, Rust, Knobs missing, Cords and Hoses in place.

Refrigerators – Low \$25 - \$50; Average \$75 - \$125; High \$250 nice side-by-side

Stoves – Low \$25 - \$50; Average \$75 - \$100; High \$125

Dishwashers – Do not accept if you can help it, even if they work, nobody wants them.

Price adjusted for; Age, rust, mold, seals, shelves, grills.

You will need a section where refrigerators can be plugged in, this shows the customers they work and it keeps them from molding.

Window A/C Units – Low \$15 - \$25; Average \$35 - \$55

TVs and Microwaves

When a TV or microwave comes in place it directly on the sales shelf. Keep a jug of water and a mug nearby to test the microwaves. Connect the TVs to the satellite connection to test them and for display.

Pricing

Base price on year, size, condition, w/remote, picture quality.

Low \$10 - \$15; Average \$25 - \$45; High \$75 - \$125; Large 36" – 54" \$150 - \$250

10H. Personal

Jewelry

You may get pieces of jewelry that are worth a considerable amount. You have an advantage if you have someone who has some knowledge of jewelry. We made friends with a jeweler, when we question the value of a piece, we take it him for appraisal.

Some pieces have worth just because of their metal content, others because of the stone and/or the setting. We had a ring once that we sold for \$1,200 and a pair of earrings for \$750.

Look for markings to ascertain the metal content.

- a. Gold
 - a. 10k – 417 - Contains 41.7% Gold
 - b. 14k – 585 - Contains 58.5% Gold
 - c. 18k – 750 - Contains 75% Gold
 - d. 24k – Pure Gold
- b. Silver
 - a. Silver
 - b. Sterling
 - c. 925 - Contains 92.5% Silver

Pearls

Natural pearls have always been considered rare and are quite expensive. They are usually sold by carat weight. Most natural pearls on today's market are vintage pearls. Like natural pearls, cultured pearls grow inside a mollusk, but the cultured pearls have human intervention. They are worth less than natural pearls but can still be expensive.

To judge a the quality of pearls, rub them together;
If they are gritty they are cultured
If the are very gritty they could be natural

Vintage fake pearl necklaces have value if they are 'knotted' and have a 'nice' clasp.

Display

Glass display counters are a great way to display the jewelry. Save nice donated vintage mirrors with raised metal edges, to display the jewelry on.

Perfume

Price designer perfumes higher. People collect bottles and some Avon, so just because the bottle is empty, do not through it away.

Common – 2.00-6.00 Designer – 4.00-12.00

JEWELRY

Common

- Necklaces – 1.00-3.00
- Earrings – 0.50
- Bracelets – 0.50-1.00
- Watches – 0.50-5.00

Nice

- Necklaces – 5.00-15.00
- Earrings – 2.00-6.00
- Bracelets – 3.00-10.00
- Watches – 8.00-10.00

PERSONAL

- Bathroom Scales – 1.00-5.00
- Bathroom Wastebaskets – 1.00-5.00
- Blow Dryers – 1.00-3.00
- Brushes – 0.50-2.00
- Combs – 0.10-0.50
- Cosmetic bags – 0.50-2.00
- Cup Dispenser – 1.00-2.00
- Curling Irons – 1.00-3.00
- Disposable Razors – 0.10-0.25
- Electric Razors – 5.00-15.00
- Gift Sets – 3.00-15.00
- Hair Accessories – 0.50-2.00
- Hair Clippers – 3.00-5.00
- Lotion dispensers – 1.00-3.00
- Make-up – 0.50-3.00
- Mirrors – 2.00-5.00
- Nail Polish – 0.50-1.00
- Perfume – 0.50-10.00
- Reg. size personal hygiene items – 0.50-2.00
- Soap Dispensers – 1.00-2.00
- Tissue Boxes – 0.50-2.00
- Travel size personal hygiene items – 0.25-0.50
- Tweezers, Files, Clippers – 0.50-1.00

10I. Linens

To process the linens, you will first need to establish a price guide. We have added ours to give you a basic idea, but when choosing your prices, you should consider the condition and quality of the items as well as the economic stature of your region and the era of which the items were popular.

Decide how you are going to display your linens. This will depend on your store size and room availability. In our store, we have two categories of displayed linens; hanging and shelved. We find it much more efficient for our customers to view some items on hangers and our shelf space is limited. In other thrift stores, they have the availability of more shelf space, so they only fold their linens and arrange them on their shelves in like groups.

Once you have established your price guide and your display arrangements, you are ready to begin processing your linens. In the following paragraphs, we will take you step by step through each item as to how we process them at our store.

STEP 1 - SEPARATE YOUR ITEMS:

The most efficient way to process your linens is to separate them into categories (i.e.sheets, pillowcases....towels etc.) and process one category at a time.

STEP 2 - HANGING LINENS:

In our store we hang the following items:

Quilts	Sheets
Aprons	Curtains
Tablecloths	Shower Curtains
Valances	Drapes
Bed Spreads	Table Runners

All the hanging items are folded length wise and placed on hangers with the fold on the inside of your hanging rack and the price tag placed at eye level on the upper right hand corner of the open side of the item.

STEP 3 - SHELVED LINENS:

In our store, our shelved linens are:

Pot holders	Bath Towels
Dish Cloths	Bath Sheets
Wash Cloths	Bath Mats
Finger Towels	Beach Towels
Hand Towels	Blankets

Decorative Pillows	Throws
Mattress pads	Pillow Cases
Pillow Shams	Doilies
Plastic Table Cloths	Appliance Covers
Cloth Napkins	Place Mats
Scatter Rugs	Toilet Rug sets
Linen hardware	Bed Pillows

All items received in new unopened packages.

Items that are placed on the shelves are tagged on the bottom left hand corner and placed on the shelf, tag outward so our customers do not have to shuffle other items around in order to see the cost of the item they are interested in. We also have bins placed on the shelf for the linen hardware, (such as drapery hooks, brackets, and shower hooks), appliance covers, and cloth napkins. It is more efficient to place small items in bins rather than trying to keep their appearance neat on the shelf.

Stock Rotation

Another technique we use in order to be efficient is to mark the back of the tag with the month we put the item on the shelf or the rack using the four corners of the tag to indicate the week of the month it was displayed with the upper left hand corner representing the first week, the upper right hand corner representing the second week, the bottom left hand corner representing the third week and the bottom right hand corner representing the 4th week. For example, an item that was processed on June 22, 2007 would have a 6 placed in the bottom left hand corner of the back of the tag. This process is used to purge your items from your linen department that have been displayed for 3 months and have not been purchased. Around the first week of each month, you should pull all items that are four months of age in your display area. For example, the first week in June, you should only have tags with 4, 5 or 6 marked on the back of them. Another reason for this process is to indicate to your floor manager when a customer is requesting a reduction of cost, how long the item has been displayed. If an item was placed within the same week the customer is asking for the reduction, the floor manager may be led to believe the item has not had time to be seen and is fairly priced, however, if the item has been in the displayed area for a couple of months, the floor manager may be led to believe the item is priced too high and should be reduced.

And lastly, we have a “dollar” bin. This bin is for linens that are perhaps stained, thinning, and/or not a great saleable item such as bed skirts in our area. Many people use these items for rags or plant coverings when the weather is threatening to freeze. You may also use this bin for your purged items or you can bless your customers with your purged items in a “free” cart.

We pray that this guide helps you establish your own guidelines for your linen department. We thank God for letting us share the knowledge He has allowed us to learn with you and for blessing you with your own linen department.

– Kati Polk

Staffing – Two people work in this department one full day per week. When they are caught up on the linens, they help with household items.

Linen Price Sheet

(All Linens to be Tagged on Corner)

Sheets:

Twin/Single	2.00
Double/Full	3.00
Queen	3.00
King	4.00

Pillowcases:

Standard	0.50
King	1.00
Shams	1.00 – 3.00

Pillows:

(Put Clean Pillowcase on each pillow)

Standard	1.00 – 4.00
King	1.00 – 5.00
Throw	1.00 – 5.00

Bedspreads/Comforters/Blankets

Twin/Single	3.00 – 6.00
Double/Full	4.00 – 8.00
Queen	5.00 – 10.00
King	5.00 – 15.00
Bed Skirt	Sheet Prices

Mattress Pads:

Twin/Single	2.00
Double/Full	3.00
Queen	3.00
King	4.00

Towels:

Beach Towel	3.00 – 4.00
Bath Towel	1.50 – 3.00
Hand Towel	0.75 – 1.50
Wash Cloth	0.25 – 0.50

Kitchen:

Tablecloth	0.50 – 7.00
Dish Towel	0.75 – 1.50
Pot Holder	0.25 – 0.50
Place Mats	0.25 – 1.50

Napkins 0.25 – 1.00

Curtains/Drapes:

(Measure Length x Width)

Lace Panel	2.00 – 7.00
Doilies	0.50 – 4.00

Throw Rugs: 0.50 – 4.00

Shower Curtain: 0.50 – 4.00

Aprons: 1.00 – 4.00

10J. Toys

It is a challenge to keep the toy department in order. When some parents come to shop they send their kids to the toys to get them out of their hair, it is an on going dilemma. The solution is to have someone who has an interest in toys who is willing to straiten things up every two or three days or more.

You will usually get an abundance of stuffed toys. There are several ways, or a combination of ways, to deal with the bountiful supply. 1. Have a sale every so often, fifty percent and even seventy-five percent off. 2. Periodically go through and glean out the ones that have been there to long. 3. Only put out the nice ones, give the rest away.

Find rectangle laundry baskets that fit on the selves. There are many things that can be put in them – small toys, Barbie dolls, small stuffed animals, baby bottles and other small items. Mark them so you know what goes in each one.

The toy department is also where we stock the baby items – bottles, crib items, car seats, strollers, high chairs, swings, etc.

Designate shelf space for:

- a. Baby items (large and small)
- b. Boy items
- c. Girl items
- d. Games
- e. Kids books and videos
- f. Kids sport items
- g. Stuffed animals
- h. Toddler items

Keep a spray cleaner and rag handy to clean the dirty toys.

Pricing

Balls – 0.50-3.00
Ball Gloves –
Bats – 0.50-3.00
Board Games – 1.00-5.00
Dolls – 1.00-5.00
Educational Toys – 2.00-15.00
Electronic Games – 2.00-15.00
Helmets – 1.00-3.00
Knee Pads – 0.50-1.00
Matchbox Cars & trucks – 0.25-2.00
Puzzles – 0.25-2.00
Quarter toy bin-fit in palm of hand – 0.25
Stuffed animals – 0.25-5.00
Reg. Cars & trucks – 0.50-5.00
Racquets – 3.00-5.00
Roller Blades – 3.00-15.00
Skates – 3.00-5.00

Baby Items

Bassinet Mattress – 5.00-10.00
Bassinet – 10.00-25.00
Bathtub – 3.00
Bottles, Cups, Pacifiers, & Rattles – 0.25-0.50
Bouncer – 5.00-10.00
Bumper Pads – 3.00
Car seat – 15.00-35.00
Carrier – 5.00-15.00
Crib Mattress – 15.00
Crib – 25.00-75.00
High Chair – 10.00-35.00
Play Mobiles – 2.00-5.00
Playpen – 5.00-35.00
Stroller – 5.00-35.00
Swing – 10.00-25.00
Walker – 2.00-5.00

Staffing – Gladys prepares the toys and prices them, she places them in buggies for Barbara, who puts them out on the shelf and keeps the department organized and tidy. Gladys serves about twenty-five hours per week and Barbara about twelve.

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Stroller – 5.00-35.00
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10L. Book Department

The book department can be very simple with two categories – fiction and non-fiction – or expanded to include many categories. The more categories you have, the more pleasant the shopping experience for your customers. Fewer categories take less time to stock shelves, and less training for new people.

The number of categories you have will depend on your available space and personnel. Most items fall under eleven categories. These eleven categories are sufficient; however, they may be expanded to make any of their sub-categories, main categories.

Audio/Visual
Business
Fiction
Non-Fiction

Health
Hobbies
Inspirational / Religious
Reference

Magazines
Higher Priced
Children

Audio/Visual

Books on Tape
 CD's
 Cassette Tapes
 Records
 Videos

Business

Accounting
 Computers
 Educational
 Finance
 Investing
 Reference

Fiction

Non-Fiction

Auto-Biographies
 Biographies
 Drama / Theater
 Humor
 Poetry
 True Stories
 TV

Health

Cookbooks
 Diet
 Exercise
 Marriage
 Parenting
 Self-help

Hobbies / How-to

Birds
 Crafts
 Do-It-Yourself
 Gardening
 Landscaping
 Music
 Sports
 Travel

Inspirational / Religious

Bible's
 Devotional
 Instructional
 Reference

Reference

Dictionary
 History
 Education
 Textbooks

Magazines

1 year old and newer

Higher Priced – Current Titles / Books that look New

Inspirational
 Health
 Table top books
 Fiction
 Gift Books
 Cook Books
 Craft Books

Children

Age appropriate
 Coloring Books
 General Books
 Readers
 Videos

Layout

If space permits, have two locations for books; one for the majority, and one for the individually priced ones. Place signs in both departments informing customers of the book pricing.

Regular Department

“Unless otherwise marked, books are \$0.50.”

Higher Priced Department

“Books Priced on Front Cover”

The higher priced area can be decorated with a few plants and an area for the customers to sit, read and relax. Near the front door is a great location.

Processing

1. Have a designated area to place all incoming books.
2. Sort the books into labeled categorized banana boxes (they are strong and have handles) on the shelves in the sorting area.

While sorting books into the different boxes, evaluate them, look for higher priced books such as:

- | | | |
|----------------|--|--------------------------------------|
| a. Rare | b. New or like-new | c. Table Books (Art, Travel, Nature) |
| d. Gardening | e. Audio/Visual Items | f. Cookbooks |
| g. Craft Books | h. Newsworthy Books (Kennedy, Royal Family, War) | |

When you are ready to stock the book department, take the categorized boxes to the book department and arrange them on the shelves in their designated place. Label the shelves for ease of stocking and shopping.

For the higher priced books, place a piece of scotch tape on the top right hand corner of the cover, then write the price with the date code.

Go through periodically and discard items that are not selling. You will get a feel for items that do not sell at any price. Instead of wasting time and shelf space place them directly in the free bin. Reader’s Digest Condensed Books – Encyclopedias – Most Text Books – Boxed sets of Records – 8 Track Tapes – Magazines over 1 year old.

Pricing

Books \$0.50

Higher priced books start at \$1.00 and go up. We usually price them about 20% of the cost new. They average \$3.00 to \$4.00. The nicer they are the higher you can go. We recently priced and sold a nice \$39.00 table top picture book for \$12.00 (31%).

Magazines \$0.25 or \$0.50 –

Some stores sell as many magazines as they can get, in others they move more slowly. If magazines are 'Hot' in your store, mark some of the more sought after ones up to a \$1.00. If they move slowly, offer 5 for a \$1.00. We usually only put out magazines that are less than one year old, unless they are collectible topic, i.e., doll, train, craft.

A few magazines we price for \$1.00:

Bridal Martha Stewart Oprah Southern Living

Records \$0.25 or \$0.50 each (depending on your market)

Cassettes – Music \$0.50, all others \$0.10 or free.

DVD's and Video's – \$0.50 to \$3.00 depending on content.

Recent Hit \$3
Past Hit \$2 - \$3
Kids \$1
Others \$0.50
Exercise - Free

CD's \$1 – 3

Staff – Jerry serves each Sunday, sorting the new comers. He has several friends that come and help stock the shelves. Roy prices the up charged books in about four hours per week.

10M. Electrical

Small Appliances / Electric Items

People – 1-2

Electrical items should be tested thoroughly to make sure they function properly; plug in lamps, toasters, fans, hot plates, test play and record on cassette decks, hook up speakers to an amp, run water through fountains and coffee makers, etc.

Keep a set of selected items to test electronics:

A stereo amplifier to test: speakers, cassette decks, CD players, turntables

A small TV to test: VCRs, DVD players

Media: cassette tapes, video tapes, CDs, DVDs

Water for: Coffee Pots, Fountains

If you are handy at fixing things, you may want to repair some items; lamp switches, vacuum belts, etc. but for the most part, if it doesn't work, throw it out.

Use rubber bands or twisty ties to control power cords. Wipe down dirty and greasy items (simple green works well). If a lamp does not have a shade, place an X on the price tag.

Writes the date, and "ok" on the price tag; this let's customer and staff know the item has been tested and when. Notate any needed information on the tag, i.e. cassette does not record, CD player does not work, left speaker only, etc. After the item is checked place it in a buggy to be put out. Each item can be priced as it is put in the buggy or someone else can price as they place the item out on the shelf.

Pricing

Answering Machines – 2.00-4.00

Blender – 5.00-10.00

Cameras – 2.00-10.00

Ceiling Fans – 3.00-25.00

Clocks – 1.00-5.00

Coffee Maker – 3.00-7.00

Crock Pot – 3.00-5.00

DVD Players – 25.00-35.00

Electric Burner – 3.00-5.00

Fan – 5.00-15.00

Food Processor – 10.00-50.00

Heater – 3.00-10.00

Humidifier – 3.00-5.00

Iron – 2.00-5.00

Lamps – 1.00-50.00

Microwave – 10.00-35.00

Radios – 2.00-10.00

Sandwich/Waffle Maker – 3.00-5.00

Sew Mach. w/ cabinet – 20.00-75.00

Sewing Machines – 20.00-35.00

Speakers – 3.00-100.00

Stereo Components – 5.00-50.00

Telephones – 2.00-5.00

Toaster – 3.00-5.00

Typewriters – 5.00-15.00

Vacuum cleaner – 10.00-25.00

VCR's – 15.00-20.00

Staffing – Carl comes in around 7:30 in the morning and leaves about noon Monday through Friday.

10N. Computers

Ninety-eight percent of the computers we receive need work, therefore, this department requires someone who is familiar with working on computer hardware. This person should check each computer to make sure it is functional. If the computer needs work, they can determine what it will take to fix it and if it is worth it. If a computer is not worth fixing or is not repairable, they can take parts from it to use on another one in the future (memory, hard drive, cd rom, power supply, modem, etc.).

We stock modems and sound cards to use in computers as needed. They are inexpensive and many times are the only thing wrong with an otherwise nice computer. We order them from Computer Geeks for around \$6.00 each, if you catch them on sale you can get them for even less.

<http://geeks.com>

Post a sign stating that you do not recommend using AOL 9.0 or Wal-Mart dial-up with any computer that is slower than 600 mhz; they give nothing but trouble. Some dial-up options for the older computers are, NetZero, Juno and Earthlink.

Post a sign alerting customers that if they require high speed internet, they will need a computer that is at least 400 mhz and has a minimum of 128 megs of ram. It will also need an Ethernet card.

Attach a power strip to the pegboard at the back of the shelf to plug in the computers.

Pricing

Continually adjust your pricing as computers become faster and cost less. Find out the information on each computer by using “Belarc”. It is a program you install on each computer that will give you all of the pertinent information. Base your price on the following factors listed by importance/value.

*See Files “Belarc”

Basics:

Mega Hertz (mhz) – This is the speed of the processor

Hard Drive (HD) – This is the amount of information the computer can hold

Memory – This has an affect on how quickly the computer responds

Modem – The ability to get on-line

Ethernet Card – The ability to have high speed internet

Operating System – Windows 98, ME, XP or Vista

Programs – MS Office, MS Works, Photo Programs, Games

Pluses:

CD/WR – This allows you to record information onto a CD

DVD Player

DVD Recorder

USB – Allows the use of USB devises; printer, flash drives, cameras

We sell our computers complete with Monitor, Key Board and Mouse. If someone wants just the tower, we usually deduct \$25 from the price.

The following is a very rough guide to pricing; there are many variables to consider and prices continue to drop (new and used):

600> Mhz Junk

600 Mhz – 800 Mhz / \$75 - \$100

800 Mhz – 1.0 Ghz / \$100 - \$125

1.0 Ghz – 1.5 Ghz / \$125 - \$150

1.5 Ghz – 2.0 Ghz / \$150 - \$175

2.0 Ghz – 2.5 Ghz / \$175 - \$200

2.5 Ghz – 3.0 Ghz / \$200 - \$225

Staffing – Bruce takes most of the computers home and works on them at his leisure.

10 0. Office / Lawn & Sport / Medical / Miscellaneous

Marking:

Place a piece of tape on the item and then write the price on the tape. You may write directly on glass or porcelain, it can be removed with Windex, finger nail polish remover, or dish detergent. Do not write directly on wood, cracked porcelain, or porous material. It is discouraging for a customer to purchase an item and not be able to remove the price.

If the item is in a box, either discard the box, or place a price on the box and the item.

Greeting Cards – Place card and envelope in a Zip Lock bag. Mark price on bag. Bundle like cards together and place in Zip Lock bag.

Post Cards – Place post cards in an index card box near the register for a standard price (\$0.50 - \$1.00). Place vintage cards in a Zip Lock bag with price on bag.

OFFICE

Adding Machine – 1.00-5.00
 Briefcase – 2.00-10.00
 Calculators – 1.00-3.00
 File folders – 0.50-1.00
 Greeting Cards – 0.25 – 2.00
 Notebooks – 0.50-2.00
 Organizer Trays – 0.50-2.00
 Pen Sets – 2.00-4.00
 Pens/Pencils 10 per bundle – 0.50
 Post Cards – 1.00
 Vintage Post Cards – 2.00 up

LAWN & SPORT

Backpacks – 2.00-3.00
 Bicycle – 10.00-50.00
 Exercise Bike – 25.00-75.00
 Gloves – 1.00-3.00
 Golf Balls – 0.25
 Golf Clubs – 2.00
 Hedge Trimmer – 5.00-25.00
 Lawn Mower – 50.00-up
 Shovel – 2.00-10.00
 Ski Machine – 5.00
 Treadmill – 25.00-200.00
 Weed Eater – 5.00-25.00
 Work-out Machine – 50.00-200.00

MEDICAL

Adult Diapers-Pkg – 4.00

Bed Pads-Ind. – 1.00

Bed Pads-Pkg – 5.00

Bed Pans – 0.50

Braces – 1.00-3.00

Canes – 2.00-5.00

Crutches, metal – 3.00

Humidifiers –

Massagers –

Potty Chair – 10.00-15.00

Scooters, Electric – 100.00-500.00

Shower Chair – 12.00-15.00

Walkers with wheels – 10.00-15.00

Wheel Chair – 25.00-150.00

Miscellaneous (Men's Items) Pricing:

Hand Tools – 0.25-5.00

Screws –

Place in a bottle

Nuts & Bolts

Place in a bottle

Power Tools –

With Battery

Without Battery

Wire –