KEEP BESIDE YOUR INTAKE STATION

From drop-off to *sales floor*.

A practical check for the details that should travel with every consigned item. Use one copy per intake batch, repeat the item checks for each item, and flag anything that needs a decision before it goes on sale.

BATCH / ACCOUNT REFERENCE	DATE	STAFF INITIALS

01 Confirm who owns it

- [ ] **Find the correct consignor account.**
  Check the account reference before creating a second profile with a similar name.
- [ ] **Confirm how to contact the consignor.**
  Keep the details in your store's account record, rather than on a public-facing tag.
- [ ] **Review the applicable agreement.**
  Make sure the consignor understands the terms and record acceptance through your store's process.
- [ ] **Count what was left with the store.**
  Separate items accepted now from anything waiting for review or being returned.
- [ ] **Record the handoff.**
  Keep the batch reference, date, and staff member connected to the intake.

02 Make each item identifiable

- [ ] **Write a description someone else can recognize.**
  Include useful details such as category, brand, colour, size, or model.
- [ ] **Check the condition and completeness.**
  Note visible wear, damage, missing parts, or included accessories.
- [ ] **Capture useful photos or distinguishing notes.**
  Follow your store's process for items that could be confused with one another.
- [ ] **Check for an existing record.**
  Confirm this is a new intake, rather than an item already entered or returned.
- [ ] **Link the item to the intended consignor.**
  Review that connection on the saved record before continuing.

BEFORE THE ITEM REACHES THE FLOOR

Clear terms. *A traceable tag.*

Finish the record, check the tag against it, and give the next staff member enough information to keep the item moving.

03 Confirm the terms for this item

- [ ] **Confirm the starting selling price.**
  Resolve any price that still needs the owner's or consignor's agreement.
- [ ] **Check the consignor's share.**
  Confirm which terms apply to this item; don't rely on a remembered percentage.
- [ ] **Make applicable fees and payout rules clear.**
  Confirm where staff can find the agreed method, timing, and minimum, if any.
- [ ] **Confirm the consignment term and review date.**
  Use the store's actual agreement and process for expiry or markdown decisions.
- [ ] **Agree what happens if it remains unsold.**
  Record the applicable pickup, extension, donation, or other disposition instructions.

04 Check the tag and staff handoff

- [ ] **Save the item and confirm its unique number.**
  Keep that number with the item throughout its time in the store.
- [ ] **Compare the tag with the saved record.**
  Check the number, description, and displayed price before attaching it.
- [ ] **Check lookup or scanning.**
  The tag should lead staff back to the intended item on your actual counter setup.
- [ ] **Put it in the right place.**
  Separate ready-to-sell items from those waiting for cleaning, pricing, or approval.
- [ ] **Assign any unfinished follow-up.**
  Record the decision needed and who will handle it before the item goes on sale.

Still to resolve · decision, owner, next step

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See the connected workflow.
Follow a fictional item through real ConsignEngine screens.

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