

Check out

- You follow the lead of the consignor chair.
- All consignor piles will be checked off prior to the consignors showing up to pick up.
- Wait in the consignor room to be assigned a consignor.
- You will be assigned a consignor when one shows up to pick up their items.
- Take the clip board with colored consignor forms and take the consignor to their pile.
- If we weren't able to solve a problem the forms will have notes written on them.
- Consignor chair will let you know if the consignor wants to re-check their unsold items.
- Give them the colored form and help them pack their items out to their car.
- Return to the consignor chair for the next person to check out.

Your job is important! You are the final person our consignors interact with at the conclusion of our sale.