

# NEW CONSIGNOR STEP-BY-STEP GUIDE TO SELLING WITH JBF

JBF Harrisburg/Hershey

1

**Create an account on our website.**

<https://harrisburg.jbfsale.com/>

Follow the prompts! It's self-explanatory.

2

**Register to sell with us! SIGN UP FOR DROP OFF TIME!**

Click on the link below and watch the how-to video.

Follow the prompts!

<https://www.loom.com/share/3bb21e2e5d294625a19a48b569c1d97e?sid=8dcbb3c1-0782-4e4e-bdbd-26b92515ed2e>

Once you have watched through the video, click this link and register yourself! A confirmation email will be emailed to you once this has been completed.

<https://jbfharrisburg.regfox.com/23-fall-consignor?t=NCC>

**NOTE: write down your consignor number.**

**Be prepared to pay the consignor fee.**



Collect your items!

Gather everything in one place.

- Inspect each item carefully for blemishes & missing pieces
- Follow the seasonal guidelines on what to bring to each sale
- Check the items against our “No Thank You” list
- Make sure there is not a recall on the item (We can help with this) <https://www.cpsc.gov>
- Check out items limits chart

<https://www.youtube.com/watch?v=onS-MTTG9U8>

NOTE: The fall sale has a SEPARATE sections for each of these categories:

## **Bonus Fall Categories**

1. Sleep Sacks
2. Christmas & Holiday
3. Halloween & Thanksgiving (non-costume)
4. Costumes
5. Dance & Sports
6. Winter Coats





tagging  
tip

WILL IT PASS  
INSPECTION?

*Safe &  
clean!*

Check items for safety recalls  
(anything a child will sit or ride in)  
and thoroughly clean all infant  
equipment.

### **Cribs & Car Seats Require a Waiver**

Car Seats must be accident free,  
include all straps and accessories  
from original purchase PLUS the  
Users Manual. If you do not have  
the manual, you can print out a QR  
code linking to the manual.

**NOTE: Car seats can only be sold  
with MORE THAN one year left  
before the expiration date.**



# WHAT TO Bring



## SEASONAL ITEMS

SPRING SALE	CATEGORIES	FALL SALE
Spring/Summer clothes, light jackets, shorts, skirts, dresses, t-shirts, tank tops, swimsuits, PJs, lightweight pants & jeans, sun hats Fleece PJs okay (just no fall/winter themes) Sizes Premie thru youth size 18	<b>CLOTHES</b> <b>Limit</b> No overall limit on clothing, please bring great quality/condition Training Bras okay, socks okay <b>NO thank you</b> - underwear (only new unopened packages)	Fall/Winter clothing, winter/snow gear, Pj's, jackets, long sleeves, short sleeve t-shirts, sweaters, cardigans, pants, jeans, tights, winter hats gloves, scarves. Swimsuits okay Sizes Premie thru youth size 18
Spring/Summer clothing & accessories only. Nursing bras okay.	<b>MATERNITY</b> Limit 10 maternity clothing (Accessories welcome)	Fall/Winter clothing & accessories only. Nursing Bras okay.
Easter, 4th of July Kids dress-up & make-believe	<b>HOLIDAY &amp; DRESS-UP</b>	Halloween costumes, Christmas, Valentines, Easter Kids dress-up & make-believe
Easter, 4th of July Kids dress-up & make-believe	<b>SHOES</b> clean shoes with light wear only	Halloween costumes, Christmas, Valentines, Easter Kids dress-up & make-believe
Easter, 4th of July Kids dress-up & make-believe	<b>MOMMY MART</b> <b>Limit</b> 5 household items only NEW or LIKE-NEW ITEMS	Halloween costumes, Christmas, Valentines, Easter Kids dress-up & make-believe

## NON-SEASONAL ITEMS

<b>Toys &amp; Games</b> No Recalled Items	Good condition/working. Batteries included. All pieces/parts required. Very clean. Indoor toys, push & ride-on toys, outdoor toys.
<b>Toys &amp; Games</b>	Children's and youth books, homeschooling materials and parenting books.
<b>Movies &amp; Video Games</b>	Children's and youth movies/games rated G, PG, PG-13 (No R or M ratings) Must be in good condition, no scratches No VHS please
<b>Baby Gear</b> No recalled items <b>New &amp; Closed</b> System Breastpumps <b>ONLY</b> <b>Waivers Req'd</b> cribs & carseats	Diaper bags, Infant Carriers & Wraps, Strollers, Cribs, Mattresses, Bassinets, Pack-n-Plays, Bouncy Seats, Baby Gates, Baby Proofing, Car Seats, Playmats, Walkers, Monitors, Bath tubs/items, Diaper Pails, Diapers, Nursing items, Feeding items, etc. <b>WAIVERS can be found on-- <a href="https://harrisburg.jbfsale.com/how-to-sell">https://harrisburg.jbfsale.com/how-to-sell</a></b>
<b>Bedding &amp; Room Decor</b> Please HANG all Bedding on Hangers <b>NO crib bumpers, dock-a-tots or incline wedges</b>	Crib, Toddler, Twin sized items only. Receiving blankets, sheets, changing pads Kids room decor: rugs, wall hangings, decorative pillows, organizational items, etc.

## NO THANK YOU ITEMS

<b>Clothes</b> No stained, dirty, holes, smell, smoke, pet hair <b>NO used underwear</b>	<b>Shoes</b> No dirty, scuffs, holes, smell, smoke, pet hair	<b>Gear &amp; Toys</b> No recalled, broken, essential missing parts, without batteries, dirty	<b>Games</b> No missing pieces, no batteries, not working	<b>Other</b> No items designed for adults
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Questions? Email [ShellieWadas@jbfsale.com](mailto:ShellieWadas@jbfsale.com)



# WHAT TO SELL CLOTHING

# SPRING

**Item Limits:** Please bring your best hanging clothing items which includes up to 20 girls junior and up to 10 maternity sizes. Max 5 Mommy Mart. (1 item = 1 tag.)

Short-sleeved items:  
onesies, shirts, dresses



Shorts, skirts, capris  
summer dresses  
jeans



Lightweight summer  
pajamas and sleepwear



Sandals, rain boots  
shoes, Crocs, flip flops  
water/swim shoes



Sweatshirts  
lightweight jackets  
summer accessories



Swimsuits and  
accessories



Fan gear—any length  
dress-up/play outfits



## NO THANK YOU ITEMS

There are some items we know we cannot sell right now.

To those items, we say "no thank you" for NOW—but please check FALL page list of items when you CAN sell these.

A general rule is that if your children would wear the item April - September, they are OK to sell.

- X FREE Camp Shirts
- X Outdated Year Clothing  
ex. Easter 2019
- X Holiday Pajamas
- X Winter Themed Pajamas  
Fleece Pajamas are OK
- X Snow Boots
- X Winter Jackets
- X Snow Bibs / Pants
- X Gloves
- X Winter Gear
- X Winter Accessories
- X USED Reusable Swim Diapers
- X Cup Size Bras
- Used Sports, and
- X Bralette Bras
- X Women's / Teen Heels
- X Halloween costumes

# Inspection Watchlist



**STAINS**



**DIRTY**



**TEARS/HOLES**



**ODORS**

**SMOKE**

**MILDEW**

**PET**



**EXCESSIVE WEAR/PILLING**



**PREPPED INCORRECTLY**



**HEAVY FABRICS**



**JUNIORS:  
LIMIT 20 TAGS**



**JUNIORS:  
CURRENT STYLES**



**FALL/WINTER  
HOLIDAY**



**PRICED  
TOO HIGH**



**MATERNITY:  
LIMIT 10 TAGS**



**Wowing**

our Shoppers with Quality  
Items at Incredible Prices!

Spring/Summer



# WHAT TO SELL CLOTHING

# FALL

**Item Limits:** Please bring your best hanging clothing items which includes up to 20 girls junior and up to 10 maternity sizes. Max 5 plush toys, Max 5 Mommy Mart. (1 item = 1 tag.)

Long-sleeved items:  
onesies, shirts, dresses



Leggings  
long pants  
jeans



Fleece pajamas  
winter pajamas  
winter sleepers



Shoes, snow boots  
rain boots  
Crocs



Fall & winter jackets  
winter accessories



Swimsuits for indoor  
fall swim class



ALL holiday outfits  
Halloween, Thanksgiving  
Christmas, New Years  
Easter...



## NO THANK YOU ITEMS

There are some items we know we cannot sell right now.

To those items, we say "no thank you" for NOW —but please check SPRING page list of items when you CAN sell these.

A general rule is that if your children would wear the item April - September, then tag the item.

- X Shorts & Capris
- X Summer Dresses/Skirts
- X Tank & Sleeveless Tops
- X Short Sleeve or Sleeveless Dress  
*Unless holiday appropriate*
- X FREE Camp Shirts
- X Outdated Year Clothing  
*ex. Christmas 2019*
- X Pajamas with Shorts
- X Lightweight Pajamas
- X Summer Themed Pajamas
- X Flip flops & Sandals
- X Swim Shoes
- X Summer Accessories
- X USED Reusable Swim Diapers
- X Cup Size Bras
- X Used Sports, and Bralette Bras
- X Women's / Teen Heels

# Inspection Watchlist



## STAINS



## DIRTY



## TEARS/HOLES



## ODORS

SMOKE

MILDEW

PET



## EXCESSIVE WEAR/PILLING



## PREPPED INCORRECTLY



## LIGHTWEIGHT FABRICS



## JUNIORS: LIMIT 20 TAGS



## JUNIORS: CURRENT STYLES



## SUMMER VIBES



## PRICED TOO HIGH



## MATERNITY: LIMIT 10 TAGS



Wowing

our Shoppers with Quality Items at Incredible Prices!

Fall/Winter





# OTHER ITEMS NO THANK YOU **ALL YEAR**

**Safety First:** All items must meet safety standards. Please check for recalls and be sure all safety straps are included.

## CLOTHING / ACCESSORIES

- X Used Underwear, Boxers & Training Pants *Must be new, complete AND in original packaging or NWT*
- X All Cup Size Bras
- X Used Sports, and Bralette Bras (Training Bras & Nursing Bras Excluded) *New acceptable bras must be new, complete, AND in original packaging or NWT*
- X Perfumes / Cologne
- X Face Masks
- X Used Reusable Swim Diapers *Must be new AND in original manufacturer packaging*

## FEEDING / NURSING

- X USED Nipples
- X USED Teethers & Pacifiers
- X NEW & USED Jewelry Teethers
- X USED Open System Breast Pumps (Closed, multi user systems OK)
- X Formula Samples
- X Medicine

## SLEEP

- X Full Sized Mattresses (and larger)
- X Crib Rail Protectors
- X Crib Bumpers (including mesh bumpers)
- X Owlet Smart Sock (Owlet Dream Socks are OK)
- X Items that DO NOT follow the CPSC safe sleep guidelines such as: Baby Boxes, Dock-a-tots, Infant Tents, Sleep Wedges, In-Bed Sleepers, Baby Nests & Pods, Compact/Travel Bassinets & Inclined Sleepers

## TOYS / BOOKS/ VIDEOS

- X USED Play-Doh
- X Adult Cookbooks
- X Self Help Books (Parenting Books OK)
- X Magazines
- X Rated R, M, or Adult DVDS/Bluerays
- X ALL Cassettes, CDs, & VHS Tapes
- X Pre-made Crafts / Home-made Crafts (Home-made Costume & Toys are OK)

## ELECTRONICS

- X Tablets, iPads & Portable DVD players
- X Video Games with a rating of MA or higher

# ITEM Limits



## HELP US GIVE SHOPPERS A GREAT EXPERIENCE!

Please bring only your best in the following categories to keep the sales floor more organized and less overwhelming.

**CLOTHING**

**NO LIMITS**

**MATERNITY CLOTHING**

**10** Tags

**BOOKS**

**NO LIMITS**

**MOVIES**  
DVDs & Blu-rays

**NO LIMITS**

**PLUSH TOYS**

**NO LIMITS**

**ROOM DECOR**

**NO LIMITS**

**BEDDING**  
& Blankets

**NO LIMITS**

**MOMMY MART**

**5** Tags

**JUNIORS CLOTHING**

**20** Tags  
Name Brands **ONLY**

**Questions?** Join our Facebook Group for quick Q&A.

# Supplies you will need!

## SUPPLIES

<https://www.youtube.com/watch?v=wJFqKxP5xFo>

## SUPPLIES STORE

<https://zpr.io/XcX2EhcxTTgw>

4

Decide what items you would like to donate IF THEY DO NOT SELL at the sale.

[https://www.youtube.com/watch?v=wG7KcP\\_HvpY](https://www.youtube.com/watch?v=wG7KcP_HvpY)

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### Prep your items!

Here is a video detailing how to approach prepping your items!

#### Shoes:

<https://www.youtube.com/watch?v=E-dHdyxjxXU>

NOTE: items that are clean, steamed/ironed and smell good are likely to sell first!

6

Hang/pin all clothing.

Take a look at the content and the video with all of our do's and don'ts

<https://www.youtube.com/watch?v=JUW24eijgJo>

tagging  
tip

BUT HOW DOES IT  
SMELL?

*Keep it  
fresh!*

Clothes and gear that smell good  
sell best. A little squirt of fabric  
freshener goes a long way!



WILL IT LOOK LIKE NEW?

*Squeaky  
Clean!*

Shoppers are picky about shoes  
and so are we!  
Clean shoes on top and bottom so  
they are "like new."



tagging  
tip



WILL IT FACE THE  
RIGHT WAY?

## Hanger hook

When hanging clothing, be sure the hanger hook opens to the left (like a question mark).



WHAT ABOUT SETS?

## Pin on Hanger!

You may sell clothing sets by attaching all items at the waistband to the hanger using a safety pin or tagging gun fastener.



# 7

## Create Tags!

Below are two videos that explain how, and a graphic with pricing guidelines.

Tagging on our Website:

<https://www.youtube.com/watch?v=gZIFUwaA3Ao>

Tagging with ConsignGuru (our partner site that help you price AND links to our tagging site):

<https://www.loom.com/share/8d87f88778724c2097e7800e2dd8c756?sid=456df1a0-0409-4bef-b9be-54e9a2448363>

**NOTE: Print your tags on WHITE, 60-67LB CARDSTOCK PAPER!!** Tags on regular paper will rip off of your items.



tagging  
tip

WHAT SHOULD I PUT ON  
THE TAGS?

Be  
Descriptive

The more details, the better! Details add VALUE to your already great items (and it helps in case your items get separated from their tags).



# Pricing Guide



**We recommend pricing at 1/3 of retail!**

Use **shopper-focused pricing** - Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?"

Examples	Bargain Brands	Mall Brands	Boutique Brands
<b>PJs</b>	\$2-3	\$3-4	\$5+
<b>T-shirts</b>	\$1-2	\$2-3	\$4+
<b>Jeans</b>	\$2-3.50	\$3-5.50	\$6+
<b>Dresses</b>	\$2.50-4.50	\$3.50-6	\$6-8+
<b>Sneakers</b>	\$3-6	\$4-7	\$8+

**Bargain brands** = Cat & Jack, Garanimals, Cherokee, etc (retail \$4-10)

**Mall brands** = Carter's, Children's Place, Department store brands (retail \$6-15)

**Boutique brands** = Crewcuts, Mudpie, Janie & Jack

↑ Price **HIGHER** for:  
new with tags, big kids/juniors sizes

↓ Price **LOWER** for:  
baby sizes under 12 mo, maternity

## Pricing TIPS:

- ✓ Create sets or bundles. Put outfits together if they were purchased together, or a set of same-size onesies. Bundle 6 pair of socks together, or several superhero figures. Shoppers love it, and you only have to create one JBF tag!
- ✓ Price non-clothing items (toys, books, games) at 1/3 of retail price!



**PLEASE DO NOT PHYSICALLY WRITE ON THE TAGS.** We honor what our system prints on the tags, not what was added by hand. This enormously cuts down on theft and confusion. If you need to edit the information, please do that on the website and re-print the tag.

# 8

## Attach tags to items.

Please review the following material below.

**There's many different types of items that require different methods!**



tagging  
tip

WILL IT BE EASY TO  
SEE?

*Tag on  
Front*

Shoppers love to find great deals, so be sure your price tag is easy to see on the front of each item.

WILL IT LEAVE A HOLE?

*Tagging  
Gun*

When using a tagging gun, puncture the garment tag or inside seam. Never puncture through the garment.





tagging  
tip

## CHOOSE THE RIGHT TAPE

# Attach with Care!

Use Painter's Tape to attach tags to books and other items that may rip or tear when removing regular packaging tape. Blue Painters Tape will not harm the item when removed after purchase.



## WILL THEY STAY CONNECTED?

# Keep them together!

Connect shoes with a zip-tie so that each shoe, along with the tag, stay connected throughout the event.



tagging  
tip

## HOW DO I SELL SETS & MULTIPLES?

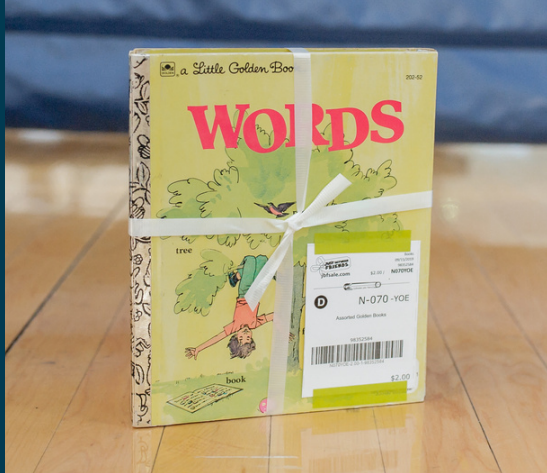
# Bundle It!

Bundle DVDs and Books together using ribbon or string. Be sure your tag lists number of items included.

Bundle Books and DVDs together using ribbon or string. Be sure your tag lists number of items included.

Have lots of the same item? Bundle them together in a clear bag, organizing them neatly so they are visible for the shopper. Tape bag closed to secure.

Bundle items together to make a "kit."



tagging  
tip

WHAT IF I WANT TO  
SELL A SET?

*Bag It!*

Bundle sets of socks or other accessories in clear plastic bags. Secure the bag closed with tape. Be sure to inspect your items carefully before packaging. We will encourage shoppers to ask for assistance to open and inspect all bagged items.



WHAT ABOUT PUZZLES?

*Wrap It!*

Use clear plastic wrap and tape to secure wooden puzzle and board puzzles.



tagging  
tip



HOW DO I KEEP  
IT ALL TOGETHER?

*Secure It!*

Use clear bags, tape, and zip-ties to keep games and their pieces securely connected to one another and to the item tag.



Use zip-ties, clear bags, and tape to keep toys with multiple parts & pieces securely connected to one another and to the item tag. Avoid taping over the barcode.

WHAT IF I STILL HAVE THE  
ORIGINAL PACKAGING?

*Use the  
Box!*



Use the original box to re-package your items. Be sure to tape the box closed to keep the item secure.





# WHAT TO SELL OTHER ITEMS

# ALL YEAR

**Safety First:** All items must meet safety standards. Please check for recalls and be sure all safety straps are included.

Plates, cups, utensils



NEW nipples, pacifiers  
bottles with nipples  
removed



Character or  
animated stuffed  
animals



Soft infant toys WITH  
sound/rattle



Cribs, toddler-twin beds  
bed rails, co-sleepers  
bassinets



BOOKS: Soft, board  
picture, chapter  
educational, tween



DVDs: Rated  
G, PG, PG-13 only



## NO THANK YOU ITEMS

There are some items  
we know we cannot sell,  
no matter what the  
season due to safety  
concerns.

- X Formula Samples
- X Medicine
- X USED Nipples
- X USED Pacifiers & Teethers
- X USED Open System Breast Pumps
- X Baby Wedges
- X Full+ Size Mattresses
- X Crib Rail Protectors
- X Crib Bumpers
- X Owlet Smart Sock  
*Owlet Dream Socks are OK*
- X **Items that DO NOT follow the CPSC safe sleep guidelines**
- X USED Play-Doh
- X Adult Cookbooks
- X Self Help Books  
*Parenting Books OK*
- X Magazines
- X Rated R, M, or Adult
- X DVDS/Blurays
- X Cassettes
- X CDs
- X VHS Tapes
- X Tablets, iPads & Portable DVD players
- X Video Games with a rating of MA or higher

tagging  
tip



I'M FINISHED TAGGING,  
NOW WHAT?

# Pack for Drop Off!

Keep your tagged items organized for Consignor Drop Off by keeping "like items" together. Bundle items by size and type to make your drop off process faster.

## A few tips to remember:

- Organize your items by category to help the process move quickly for you and us
- We will merchandise items by categories within each size  
TOPS | BOTTOMS | OUTFITS |  
DRESSES | PAJAMAS | OUTER  
LAYERS/HOODIES/ETC
- Allow an hour for drop off (More if you have over 300 items)



# 9

## THE DROP OFF PROCESS:

1. Park in the side parking lot (see map)
2. Bring one tagged item into the building to be checked in (leave the rest in the car)
3. Bring your drop off appointment confirmation (either printed or on your mobile device)
4. Check-in at the welcome desk (Don't forget to grab your presale passes)
5. Take a rolling rack or push cart back out to your car, load up your items and bring them inside
6. Bring your hanging items to the "Education Station" in Zone 1 for Clothing Inspection
7. Place remaining items where they belong on the sales floor (follow the map)
8. Come back to the education to grab your clothing rack and place the clothing in their sections

### DROP-OFF PRO TIPS:

- Bring your phone and make sure its charged in case we need to find you!
- If possible, leave the kiddos at home (drop off will get very busy at times)
- Organize your clothing items by size and gender prior to dropping off NOTE: Categories are Tops, Bottoms, Outfits, Pajamas, Layers, Dresses and Swimwear
- Organize non-clothing items by type (i.e. books, toys, etc.). The more organized you are, the faster drop off will go!
- Have your crib and car seat waivers completed prior to coming to drop off (if applicable)
- Follow the Signs!!! Look for instructions at each drop zone.

**TIMING:** Depending on how busy it is when you arrive, plan for at least 45 minutes to an hour to place your items on the sales floor. Allow more time if you are bringing more than 300 items!



**LARGE items** that are too BIG for shoppers to carry around the sale are what we call **YELLOW TAG ITEMS!**

Please review the following video that includes everything you need to know about your yellow tag item!

<https://www.youtube.com/watch?v=Fx26AybYskw>

**NOTE:** YOU are responsible to get these items to the sale, set them up if assembly is required, and bring them to the inspection station.

**Safety Waivers are required for Cribs and Car Seats.**

**Car Seat Waiver:**

<https://harrisburg.jbfsale.com/ConsignorCarSeatWaiver.pdf>

**Crib Waiver:**

<https://harrisburg.jbfsale.com/2021%20Crib%20Checklist.pdf>





# YELLOW TAG items

# ALL YEAR

These items are a "YES!" at any of our sales (and they usually sell well)!

**Safety First:** All items must meet safety standards. Please check for recalls and be sure all safety straps are included.



## How to Drop off a Yellow Tag Item:

- 1** All items that require a yellow tag are to be brought to the big ticket drop off area located on the consignor drop off map.
- 2** All items must be assembled by the seller at drop off.
- 3** We take care of the rest including placing the yellow tag on your item.

### CAR SEATS AND BASES MUST:

- Have 1 full year of use prior to the expiration date
- Include a signed car seat waiver, the instruction manual & be free of recalls

### CRIBS MUST:

- Be manufactured within 5 years of the event date and have had zero recalls
- Include a signed crib waiver, the instruction manual, and be free of recalls

# 10

**Security tags** are for HIGH price items that are risk for theft. We assign the tags at YOUR discretion. Typically, these tags are applied to any item priced over \$35 – items that are at risk of being stuffed in a purse, tote or stroller.

For example, if you bring a NEW IN THE BOX children’s digital camera that you’re worried could be taken off the table, we’ll issue you a security tag.

We are also recommend that you apply them to wagons, strollers, and car seats. YOU must ask for the security tag(s) at the check-in table and YOU are responsible for attaching them to your item.



Just Between Friends (JBF) Harrisburg and Just Between Friends Franchise Systems, Inc. are not responsible for fire, loss, theft or damage to the items I am consigning.

JBF takes great care of your items, despite their best efforts and plans against it, items could go missing.

JBF does not take in any money for my missing items and can not pay out for them.

# How to change your drop off appointment

JBF Harrisburg/Hershey

1

<https://jbfharrisburg.account.webconnex.com>

## Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

[Claim My Account](#)

View and Manage Your Information

Email Address

Password

[Forgot Password](#)

[Log In](#)

2

## Claim Your Account

To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you.

Email Address

[Send Me The Link](#)

## How it Works

To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you. Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address and password.

3

## Password Reset

You have requested to reset your password. Please click the button below to continue.

[Reset Password](#)

The link will work once and be active for 24hrs. If you did not request a password reset, ignore this email and your password will not be changed.

4

5

After you have reset your password, GO BACK to Step 2 and sign in to your account. You will be able to manage your account and change drop off times.

# **Coming Soon:**

More drop off info

How to watch your sales live

Pick up process