

# Explanation for Completing Resale Clothing Form

Deadline for submitting Form is January 19, 2024

Please send completed online form (Excel worksheet format only) to: [midwinterresale@yahoo.com](mailto:midwinterresale@yahoo.com)

**Column A: Name or Club :** Examples: Carol Moore                      C. S. Moore                      Salem Swingin' Stars  
Carol S. MooreC. Susan Moore    Chaps & Petticoats

**Column B: Alternate Lookup:** Includes 1<sup>st</sup> initial, middle initial and last name plus item number. Each item must have its own number.

Example: csmoore0001	SSS001	c&p0001
csmoore0002	SSS002	c&p0002
csmoore0003	SSS003	c&p0003

**Column C: Quantity:** This is a closed column. It will always be "1". Examples: Even if you have 5 ties in a bundle it is 1 item - one. Say, 3 belts in a bundle, it is 1 item – one. 1 Blouse, 1 Shirt, 1 Skirt, 1 Skirt/Blouse Set, 1 pair of shoes, etc.

**Column D: Category:** Pettipants, blouse, skirt, dress, shirt, men's pants, belt, shoes, petticoat, etc.

**Column E: Color(s):** This is self explanatory. *Each color description must be unique to the item submitted* . Add a number after the color if you have more than one item of the same color –for example Blue 1, Blue 2, Dark Red 1, etc.

**Column F: Size:** For example – 7M, small, medium, large, x-large, 42x30, etc.

**Column G: Description:** If the item is a set, list what is included. For example: two piece skirt & blouse, dress w/belt, 10 ties assorted colors, 6 belts, pair of shoes, etc. If possible include the manufacturer name (H Bar C, Pitchfork, Malco Mode, Coast, Cinch, Wrangler, Roper, etc.) for the item. If you do have very similar items please ensure the descriptions are unique for each item submitted.

**Column H: Price:** Please keep prices in whole dollar amounts **ONLY**. If you have items less than \$1.00 please group them.

**Column I: Donate or Return:** If you want the item returned please write – **return**. If you do not want the item returned to you please write – **donate**.

**Please ensure that we have your correct name, mailing address, phone number and email address.**

**Note:** When you are filling in the form please do not put more than 25 items per sheet and no more than 4 sheets per submission. The download will include 4 sheets in an excel worksheet format. You can make more than one submission. Remember to use the same name and alternate lookup if you do more than one submission. Keep a copy for yourself and bring it with you when you bring in your items to be tagged.

The Forms must be in Excel format for us to process the inventory. If you do not have Excel, ask a friend who does to help you with your form.

**Contact:** Sheila Machado, cell: 503-884-0158, [sheilainsalem@hotmail.com](mailto:sheilainsalem@hotmail.com) with any questions.