Saint John Kid's Kloset Inventory Prep Sheet (for online entry)

Category	Size	Description	Price	Qty	Discount	Donate

NOTE:	The system always shows you the category and size of the previous item entered. Therefore, your input will go faster if you organize your list of items by category and size.
Categories:	Accessories (Boys/Young Men or Girls/Jrs), Arts & Crafts/School Supplies, Bedding/Bath/ Curtains, Books, Children's Décor, Children's Holiday Décor, Clothing (Boys, Girls, Juniors, or Young Men's), Costumes, DVD/BluRay, Furniture, Nursery Equipment, Shoes (Boys/Young Men or Girls/Jr), Sports, Toys, Video/Computer Games
Sizes:	**Use number sizes for all Boys & Girls Clothing**. Juniors, Young Men's can use the S-M-L sizes in each category (e.g., "Junior Small" for a junior item, "Young Men's Medium" for a young man's item, etc. Please use "Leave Blank" which is for items with no size (not the system default of "0").
Description:	You will have two lines for the description in the on-line system. Only the first is required.
Price:	Minimum price is $1, with 50 cent increments above that.
Quantity:	1, unless you are selling multiples of the same item. For instance, a set of 4 books is 1 item, not 4. Two identical books sold separately are 2 items.
Discount:	Do you want this item to be sold half-price on Saturday?
Donate:	Do you want to donate this item to charity if it does not sell?

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