Completing Your Sale Tags:

Make sure you have a consignee code (two letter code) - provided by the sales team.

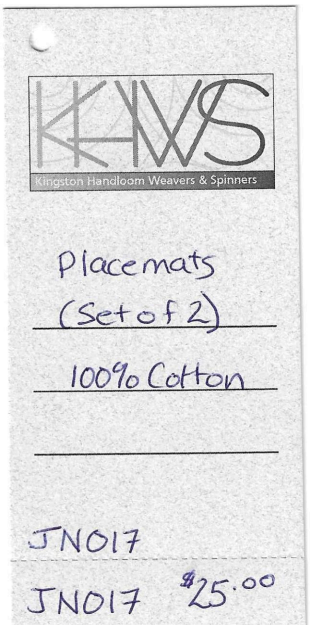
Before you tag your items, do your own quality control (see separate instructions).

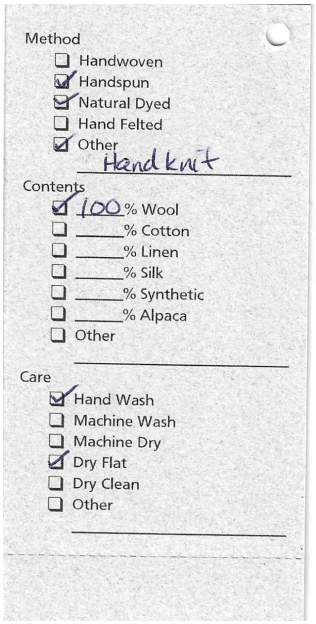
KHWS Sale Tags are available in the Studio for a minimal fee. One tag must be attached to all items you are submitting for sale.

The front of the Sales Tags must include the item (ie Tea Towel), may include a description (ie colour etc) and can include your name (many buyers appreciate knowing who made it).

At the bottom of the Sales Tag is a perforated section that will be removed during the sale of the item. KHWS retains this perforated section for record keeping.

- At the bottom left of the tag (perforated section) you must indicate the Sale Code of the item, which includes your consignee code and the number (3 digits) that corresponds to the item on your consignment sheet. It is helpful if you repeat the Sale Code on the body of the tag as well.
- On the bottom right you must indicate the price – if the price needs to be changed, use a new tag or place a blank sticker and re-write the price.





In compliance with current Government regulations, the back of the regular tag must identify fibre content and care instructions.

SMALL TAGS: If you are submitting multiple, similar, small items, you may choose to use a small tag instead (an example of these items would be bookmarks, tree ornaments, jewelry, etc). Small tags must include your assigned consignee code, the item number (three digits) and the price.

**** All information on the tag must match the info on your form and be in ink and legible. If changes to your item numbers are required use a small sticker to cover the old one. ****