

DIRECTIONS FOR SELLERS

THE FORM

1. Read the form
2. Fill out form
 - a. Clearly write your name (LAST NAME FIRST)
3. List and briefly describe the items you are selling
 - a. Write down your asking price
 - b. Write down the lowest price you will take
 - i. This will be available only to the bike swap volunteers
4. Read the disclaimer; sign and date the form
5. SELLING A BIKE? Decide if you want to donate it to UAF Green Bikes if it doesn't sell. If so, mark the form.

THE STICKERS/LABELS

1. Write your last name and the item number
 - a. Item number = Form Number (FCC Use Only) and # from left side of form
 - b. If room, put the item's name (ex: floor pump)
2. Write your asking price
3. Put your labels/stickers securely on the item
4. Give the form and tagged/labeled items to a volunteer