

# DIRECTIONS FOR SELLERS

## THE FORM

1. Clearly write your name (LAST NAME FIRST)
2. OK, now read the form (or at least pretend to skim through it)
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 shown only to the bike swap volunteers
4. SELLING A BIKE? Want to donate it to UAF Green Bikes if it doesn't sell? If so, mark the form.
5. Read the disclaimer; sign and date the form
6. Turn in your form
  - a. Your form will be given a number if it doesn't already have one

## THE STICKERS/LABELS

1. Write your last name and the item number
  - a. Item number is the "Form Number (FCC Use Only)" and "#" from left side of form
  - b. If room on the label, 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