It is CRUCIAL that you follow these directions!!

**How to tag clothing size “Newborn” through 6** (even if the tag doesn’t have a “T” behind the “6”).

1. When you are choosing the 1st category for your tags, you **MUST** use one of these categories:

Infant Boy NB-24mths

Infant Girl NB-24mths

Boy Clothes 2-6T

Girl Clothes 2-6T

These specific categories will be marked “non taxable” in the system and will tell the system to NOT charge tax on these items.

1. For the 2nd category, you will choose the actual size category such as “3 months” or “4T”, etc. Please **DO NOT** use “small”, “medium” or “large”. **Use number sizes only please.**

We do NOT have to put the colored dots on tags any longer. If you have tags your are transferring that still have the dots, that is fine.

**How to tag clothing size “7” or larger**

Use “regular” categories for these clothes:

Boys Clothing

Girls Clothing

**How to tag shoes, size “infant” up through child size 13**

1. When you are choosing your 1st category, you **MUST** use one of these categories:

Boy Shoes-Infant (0-4.5)

Girls Shoes-Infant (0-4.5)

Boy Shoes-Toddler (4-8.5)

Girl Shoes-Toddler (4-8.5)

Boy Shoes-Lil’ Kid (5-13.5)

Girl Shoes-Lil’ Kid (5-13.5)

Again, these specific categories will be marked “non taxable” and will tell the software to not charge tax on these items.

1. For the 2nd category, you will choose the actual size category such as “3”, etc.