

The Basics

- Official store name
- Domain URL name. If using your own domain name, provide domain registrar information
- Social media accounts created (Facebook, Instagram, and Ebay)
- E-mail address and phone number for store communications
- E-mail SMTP information including server address, SMTP port number, and have your password handy from your internet service provider
- Full street address (required to accept credit cards online)

THE VIBE

- Welcome message text for home page about your store or slogan
- Official logo. Typically a PNG 300px wide by 100px high. High quality Assistance League logo is required for each store
- Store item collection categories – how people will enter your online shop – like Tops, Outerwear, Shoes, Accessories, Certain Brands and/or New In Store or On Sale. 6 or 9 ideal
- Assistance League - categories images from template or as requested
- Page content in word documents for static pages such as: Donation Policy, or any content requested to attach to the home page.
- URL Links to social media pages/accounts to be synced with your site to cross post to other sales channels

Our in-house tech team will take care of all of your website and POS set up with your input. Once we receive all your information it usually takes 2-3 days to set up your draft website. No need to hire any outside consultants or do any tech work yourself.

The Legalease

Legal information required to accept payment by credit card online is below. If you do not have these, we can provide a template to assist you when reviewing with your legal team

- Terms & Conditions information for store and consignors
- Privacy policy information for store website
- Incorporation paperwork (LLC, S Corp, C Corp or sole proprietorship) - you'll need this to open your bank account)

SHOW ME THE MONEY

- Set up bank account and PayPal account
- Payment processing information. We will assist with confirming the options available depending on your current setup



The day to day

- Inventory aging information for consignment discount structure. Recommended options:
- 30 – 60 days (25%), 61 – 90 days (50%), 91–120days (75%), 121days+Expired
- 30 – 60 days (33%), 61 – 120 days (66%), 121days+Expired

DOTTING THE I'S & CROSSING THE T'S

- Set up my appointment with the Aravenda in-house tech team to set up my Shopify account and get my store up and running.

*Additional fee may apply for website design