

E-BAY

Name of Employee: _____ Date: _____

You will be needing paper/pen/pencil and possibly a ruler to begin your work with eBay.
Check off items you have completed.

To Begin:

- 👉 Find the name and model number (if applicable) of the item to be sold. Write this down as it will be needed for the ad description and when you look up suggested prices. If the item is an article of clothing, write down the size.
- 👉 Measure the item by height, width and depth and write this down. Do not approximate the size.
- 👉 Write down any specific information about the item such as size, color, material used to make the item, and condition.
- 👉 If the item is electronic, make sure it works. If it is battery-run, state that.

Research:

- 👉 Look up the item on eBay using the full item name. You will be finding a beginning bid price for the item. Make sure the item you are taking the beginning bid price from is identical or comparable. If there are differences, jot down what they are.
- 👉 Check out how the item is described and how they took pictures. Print out the description or write it out so that you have an example to write a description of the item we will be selling.

Pictures:

- 👉 Take several pictures of the item from different angles. It is good to get at eye-level to take a picture straight-on of the object.
- 👉 Make sure there is nothing showing in the background when you take pictures such as table legs or part of the wall or floor.
- 👉 Check your pictures to see if you need to retake any.

Packing:

- 👉 Find a box that the item will fit in. There should be at least an inch of room from each side, but do not find a box that is very large as compared to the item being sold. Pack the object making sure there is packing material on all sides. **DO NOT TAPE THE BOX SHUT!**
- 👉 Weigh the item once again and measure the box. Write these measurements down as they apply to postage or delivery fees.