A WOMAN'S CLOSET
An online Consignment Boutique
Sell It Buy It Restyle It
www.aWomansCloset.com

A WOMAN'S CLOSET CONSIGNMENT BOUTIQUE

CONSIGNOR#_____

Welcome to A Woman's Closet,

We want to provide you with the best possible consigning experience. Please read the information below carefully, as it answers many common questions.

Spring/Summer items accepted February - July

Fall/Winter items accepted August - January

What We Accept

We aim to make consigning as easy as possible. Unlike many consignment stores, we do not restrict items based on when or where they were purchased, or how much they originally cost.

Please make sure your items meet the following requirements:

- No more than 10 clothing items, 5 pairs of shoes, 5 handbags and unlimited designer purses and accessories per appointment.
- No more than 1 consignment appointment per month.
- Items must be in season.
- Items must be gently used and look like new.
- Items must be clean, wrinkle-free, lint-free, and ready to go directly onto the sales floor.

Please note: We do not clean, iron, or lint-roll items. Any item that is not in perfect sales-floor condition will be automatically returned or donated.

How to consign: We are by *Appointment Only* & *Only ONE appointment per month* Appointments can ONLY be made via website appointment scheduling.

The Fees

Consignor Fee: We charge a $10 initial consignor fee at your first appointment. This fee covers setting up your account, preparing your items, and listing them on our website.

After you book your appointment online and it is accepted, you will receive a notification requesting payment of the required fee. If you are a no-show for your appointment, it is nonrefundable. Please rebook your appointment with no additional charges.

Active consignors are charged an annual $10 fee to help maintain their accounts and cover the cost of administrative tasks.

Buyer's Fee: To help offset transaction and platform-related costs, A Woman's Closet Consignment Boutique charges buyers a $2.00 Buyer's Fee on each item purchased. This fee is added to the buyer's total at checkout and is separate from the item's listed sale price. The Consignor's commission and payout are calculated solely on the agreed-upon selling price of the item and are not affected by the Buyer's Fee.

Note: Please allow up to one week for your items to appear online. If all of your items are not listed after seven (7) days, contact us right away; otherwise, we cannot be held responsible for missing items. Once your items are posted for sale, their **expiration date will be** set, and we will notify you of the expiration date for any unsold items.

Pricing

Consignors may provide suggested prices for their items by completing the pricing form on our website **before** drop-off.

If you prefer for us to price your items, we generally price pre-loved items at about half of their retail price or based on their perceived value.

Items will be marked down according to the following schedule:

First 40 days-Full price;

After 40 days-25% off;

After 50 days-50% off,

After 60 days-75% off,

Due to limited storage space, items remaining after 70 days will be donated to a local women's shelter. Some designer items may be reduced again over time, as needed, until sold. **We do not call or email you when your items are approaching or have reached their expiration date.** If you would like your items returned to you, **you must email us** at contact@aWomansCloset.com at least seven **(7) days before** the expiration date to submit a "Pick-Up Request." Please type "Pick-Up Request" in the subject line of the email. Pick-up requests are processed on Mondays and may take up to two (2) weeks to complete. We will call you when your items are ready to pick up. If you miss your scheduled pick-up time, the items will be donated. **We will not contact you again.**

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Understanding the Split

$350 & BELOW	$351 - $750	$751 & ABOVE
50% TO YOU / 50% TO THE SHOP	60% TO YOU / 40% TO THE SHOP	70% TO YOU / 30% TO THE SHOP

How to receive payment: Payments are distributed monthly at your request. Checks are distributed in person on the first Wednesday of each month between 10:00 am – 2:00 pm. If you do not request payment, your funds will be held up to 2 months before they are distributed to you.

***Note**: Checks will not be given for less than $10, unless the consignor no longer has items left on consignment with us. *ALL payment requests and pick up requests MUST be made by contacting us via email to contact@aWomansCloset.com prior to the last Monday of each month. Please type "Payment Request" in the subject line of your email.

Example: It is the month of January, and you have funds in your account, you must submit a request no later than the last Monday in January to receive a check on the first Wednesday of February.

Checks not picked up within 6 months are void… i.e. money is forfeited. If you prefer that your check is mailed, for a $5 fee, we will mail your earnings via the United States Postal Services.

WELCOME ABOARD & HAPPY CONSIGNING!

I acknowledge that I have read, understand, and agree to the terms and conditions outlined in this Consignor Information Sheet.

Consignor Printed Name: _____

Consignor Signature: _____

Please select **one** option regarding any items that remain unsold at the end of the consignment period:

☐ **I would like to pick up my unsold item(s).** I understand that I am responsible for retrieving my item(s) within the designated pickup period outlined in this Agreement. Failure to retrieve my item(s) within the specified timeframe may result in the items being donated at the Boutique's discretion.

☐ **I do not wish to pick up my unsold item(s).** I authorize A Woman's Closet Consignment Boutique to donate any unsold item(s) to a charitable organization of its choosing. I understand that donated items become the property of the receiving organization and no compensation will be provided for donated item(s).

Consignor Initials: _____

Expiration Date of Consigned Products: _____ (you will be notified via email or text message)

Date: _____