

## 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 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.

**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](mailto: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.**

**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](mailto:contact@aWomansCloset.com) prior to the last Monday of each month. Please type "Payment Request" in the subject line of your email.



## A WOMAN'S CLOSET CONSIGNMENT BOUTIQUE

CONSIGNOR# \_\_\_\_\_

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: \_\_\_\_\_

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

Date: \_\_\_\_\_