



**REGULAR CONSIGNOR'S CONTRACT**

I have reviewed the Consignment Information and Rules in the attached packet.

I understand the following:

1. I can consign a maximum of 10 items per consignment session. If I have 2 numbers and want to do 2 consecutive consignment sessions: I must have 2 appointments, or if walking in, I must arrive at a minimum of 40 minutes prior to the end of a walk-in session; if not, I will be turned away.
2. Furniture and pictures wider than 24" must be scheduled in advance at the Jewelry Counter.
3. If I sell my items in the shop directly to customers before they are consigned, I will lose my membership!
4. I will accept the judgment of the volunteer regarding the "salability" of my items.
5. I will not consign anything from a discount dollar store.
6. I understand the term "consignment week."
7. I must keep track of my consigned items.
8. I will leave my items on the selling floor for at least 3 consignment weeks.
9. If my items sell during the first 4 consignment weeks, I will receive 60% of the price.
10. If my items sell during the 5<sup>th</sup> consignment week at 50% of the price (or less), it is considered a donation. At this time, I may ask for a tax letter for my donation.
11. I can check the status of my consigned items at any time during business hours. However, the sale of any item is not guaranteed until the close of the month because of the possibility of an unexpected customer return.
12. I may retrieve my items during the 4<sup>th</sup> week and must do this by the recommended pickup date which is the last Saturday of the 4<sup>th</sup> week..
13. Items not picked up by the Saturday of the 4<sup>th</sup> week become a donation to the shop. However, I may still pick up any remaining items during the 5<sup>th</sup> week.
14. I must find my items myself. When found, I will bring them to the jewelry counter where a volunteer will help me remove the tickets. I will then sign the back of each ticket.
15. I understand that I cannot re-consign my items for at least 6 weeks.
16. I must pick up my check which is usually available by the 10<sup>th</sup> of the month after my items are sold. If I am away for a long period of time, I may leave a stamped self-addressed envelope for mailing.
17. Checks are payment for items sold at full price during the previous calendar month.
18. Checks remaining in the shop after 120 days or not cashed within 120 days are void and become a donation to the Rotary Club of the Caldwells.
19. I understand that I can only consign 10 items on a Consignor ID Number per session.
20. I understand that I will be notified of rule changes as they occur.

**Exception to 4-week rule: Holiday merchandise will be removed on the next business day following the holiday.**

**Willing Hearts Consignment Shop is not responsible for items lost, stolen or damaged.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

- REGULAR
- CHARITY
- VOLUNTEER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Consignor ID Number

**CONSIGNOR COPY**