

THE WOMAN'S EXCHANGE

10 South Church Street, West Chester PA 19380 Phone: 610 696 3058

Hours 11:00am – 3:00pm Tuesday through Saturday. **Drop off hours for consignors Saturday, Monday & Tuesday 9 am – 10: 30 am**

Website: www.wewc.org Email: womans.exchange.wc@gmail.com

CONSIGNORS INSTRUCTION SHEET

It costs \$15.00 to consign. Renewal fees are due each September. If you sign up in June, July or August, you don't pay your renewal until the following September.

You will receive 60% of the selling price of your items if priced under \$100 and 70% of the selling price if priced over \$100.00.

Items remain in the shop for 2 months and for that time period there is a discount policy of 10% for the 2nd month. You may withdraw your items after 6 weeks and you will have a final deadline to withdraw items up to 2 months. **After this time the items automatically become shop property.**

Christmas items are withdrawn between Jan 2nd and Jan 15th unless your withdrawal date is earlier. After this time they automatically become shop property regardless of when they were brought in.

You may bring in up to 20 items each consignment in two medium sized boxes. Your 20 items **may include** two larger items (a picture or small piece of furniture). Please note: Sets of items like glasses, are treated as 1 item and a set of china would be considered a complete consignment.

Please provide a *detailed* list of your items for consignment (ie vase- blue, ceramic, 6 inches or necklace- sterling, Tiffany, 18inches). Include your name, address, telephone number and consignment number. **WE CANNOT PROCESS ANY CONSIGNMENT WITHOUT A LIST.**

We will price your items or if you prefer you may put guide prices on your items.

Consignors will be mailed a list of the processed consignment and payment of sold items during the following month. ***Please cash all checks within 120 days. After this time your check will be invalid and will be considered a donation.***

You may bring in your *first* consignment on Monday, Tuesday or Saturday morning 9:00am until 10:30 am

. We will phone you when we are ready for your next consignment. ***Make sure that you stay on our waiting list*** and that you **bring in your items the week you are phoned.**

We accept the following items: *worth more than \$3.00 in clean good order*

- Art work
- Antiques
- Books (coffee table or local interest)
- China
- Children's Toys
- Furniture (small)
- Glassware
- Home Décor (baskets and photo frames only accepted if worth \$10.00 or more)
- Jewelry
- Kitchen items
- Lamps
- Purses (high end designer only)
- Silver and silver plate serving items

Seasonal items i.e **Halloween and Easter** are best brought in during their season, otherwise they will not sell. **Thanksgiving and Christmas items are only accepted 11 weeks before the holiday they are associated with.**

We DO NOT accept

- *Bedding (pillows, sheets, quilts, blankets or mattress pads)*
- *Curtains*
- *Decorative Cushions*
- *Electrical items (office and computer equipment, electronic games, kitchen appliances)*
- *Luggage*
- *Sports or exercise equipment*
- *Stuffed animals*
- *Used safety equipment (bicycle helmets, child car seats)*

We do make every effort to check consignments during processing and if there are unaccepted items included in the consignment, you will be contacted and you will have a week to collect them. If they are not collected, they will be disposed of.

The Woman's Exchange is operated by volunteers and donates funds raised, to the local good causes in the West Chester community.

The Woman's Exchange is operated by volunteers and donates funds raised, to the local good causes in the West Chester community.