

CONSIGNMENT AGREEMENT (revised 6/1/15)

THE WOMAN'S EXCHANGE OF WEST CHESTER

10 South Church Street, West Chester, PA 19382 - (610) 696-3058

website: www.wewc.org - email: womans.exchange.wc@gmail.com

Consignor receives 60% of selling price of items which sell for under \$100, and 70% of selling price of items which sell for \$100 or more. A **\$12 annual fee** covers Sept. 1 thru Aug. 31.

Consigned items are discounted from the tagged price at 10% after 1 month, and 20% after 2 months. Items may be withdrawn after they have been for sale for six weeks.

Consigned items not withdrawn within three months become the property of the Woman's Exchange (are considered a donation), *without further notice to Consignor.*

Responsibilities of the Consignor:

- Sign up on our waiting list; prepare your consignment while you are waiting. Then bring in, and sign in, a consignment within 1 week after we phone you.
- Bring in only items of saleable quality which are clean and in working order.
- Limit each consignment to 20 items, in no more than two medium-sized boxes; two larger items are also permitted. Write your consignor # on each box and on any larger items.
- Include a list with your name, consignor #, date, and a description of each item; keep a copy for your records.
- If you wish, include prices for items on your list. Final authority for pricing rests with the Woman's Exchange; prices may be adjusted to bring them in line with normal prices in the shop.

Responsibilities of the Woman's Exchange:

- Price, tag, display, and handle the sale of your consigned items under the terms listed above.
- Mail you a list of the items we have processed, including the starting date, prices, descriptions, and the date on which the items on the list become shop property.
- Mail you a check during the month following any month in which your items have sold.

We do accept donations. We do not accept dirty, damaged, or nonworking merchandise. We reserve the right to reject any items which we deem unacceptable in any way. We will phone you about any items not accepted, and you may pick them up (or make other arrangements) within one week; otherwise, we will dispose of them. We do not accept for consignment items which we would price at less than \$3.00; we will dispose of these items without notifying you. Holiday items are accepted only in season during specific time frames. (See current instruction sheet for other specific types of items we do not accept and for holiday acceptance dates.)

Checks not cashed within four months will be invalid, and the value of such checks becomes the property of the Woman's Exchange (is considered a donation), *without further notice to Consignor.*

The Consignor hereby releases the Woman's Exchange, and its employees and volunteers, from any and all liability or claims arising from loss of, or damage of any kind to, consigned items, regardless of the cause. No insurance is carried by the Woman's Exchange on consigned articles.

I have read, and I agree to, the above conditions: _____

Signature of Consignor

Street Address _____

Print Consignor Name _____

City, State, Zip Code _____

Phone Number _____

email _____

Signature of Shop Representative _____

Date _____

\$ _____
Paid

Consignor # _____