



# Consignment Intake Form

*Must be Completed to Accept Inventory*

## Double Check!

- 1: Are the Item(s) Brand Name(s) on Our Designer Index? They must be to Consign.
- 2: What is the condition of the Item(s)? They must be clean, no tears/ rips, no stains, and odour free. Otherwise a *Cleaning Fee\** will be Charged or Item(s) Donated.
- 3: Does the Item(s) comply with Our Terms & Conditions?

### Commission Rates

- Bronze** | Consignor = 40% Commission\*
- Silver** | Consign over \$5,000 with us Annually: Earn 50% Commission\*
- Gold** | Consign over \$10,000 with us Annually: Earn 60% Commission\*

## The Fine Print\*

### Terms & Conditions

1: Commission Paid to Consignor is 40% of Total Selling Price Less Shipping (if applicable). i.e: \$100 Sale Total, \$15 Shipping =  $\$85 \times 0.40 = \$34$  Paid to Consignor. Silver VIP Program Consignor's receive 50% commission as soon as \$5,000 has been successfully sold within 1 Calendar Year (from date of earliest item sold every year as of Jan 1<sup>st</sup>). Gold VIP Program Consignor's receive 60% commission as soon as \$10,000 has been successfully sold within 1 Calendar Year (from date of earliest item sold every year as of Jan 1<sup>st</sup>).

2: Genuine Design is Fully Responsible for Setting Prices. We maintain the right to change prices at any given time. No Hassling, Bargaining, or Negotiating Terms/ Pricing.

3: Complimentary Closet Clean's (up to 2 hours) are provided under the basis you have multiple potential items to consign. In the rare event an Employee of Genuine Design shows up to a Closet Clean and there is nothing to consign, a **\$50** fee will be charged.

4: Sending via mail is at Owner's expense. There will be no re-imbursement for shipping to us.

5: Products MUST Comply with our "Consignment Intake Form". Brand: Must be on our list of brands, the item must be 100% Authentic (ideally with any original packaging or tags). Good Condition: No tears, rips, stains, excessive wear, must be clean, and odour free. Time: If an item is in Genuine Design's inventory for over 1 Calendar Year from date of submission, We maintain the right to donate the item to Big Brother Big Sisters Foundation Canada. CHARGES: The Consignor will be charged a fee off of commissions IF: The consignment item needs to be cleaned or fixed. Shoe Cleaning and Pricing is Outsourced to [www.brillareshoecare.com](http://www.brillareshoecare.com).

6: Counterfeit Items: If an item submitted to us is found to be counterfeit, Consignor will be immediately notified. The item will either be donated or can be sent back to Consignor for additional fees (see #7 "Request Item Back").

7: Request an item/ product back: \$50 processing fee charged if a Consignor requests any item/ product(s) back. If the item/ product(s) needs to be shipped, Consignor must agree to pay for the full amount of return shipping.

8: Poor Condition Items: Items that are identified in poor condition and unfit to sell are donated to Big Brothers Big Sisters Foundation or thrown out unless the Consignor wishes to pay "Item Back" Charges (\$50 per Item excluding shipping (\$50 Flat)). We will notify you first and give 5 business days for you to choose a course of Action. If no response after 5 business days, item will be donated.



9: No Show to Free Pick Up or Closet Clean: A Fee of **\$25** will be Charged if a Consignor is not at home or the agreed upon location and time of appointment. ***The Consignor Must Cancel AT LEAST 1 hour before the appointed time.***

***By signing this document, you, as the Consignor, have read, agree, and accept the policies, terms and conditions listed and are entering into a legally binding contract. Any questions, concerns or changes to this contract must be made prior to signing.***

Consignor First Name: \_\_\_\_\_ Consignor Last Name: \_\_\_\_\_

X

Consignor Signature

## Additional Charges List

### Charges to be Paid Immediately

- Counterfeit Items | **\$50** Fee will be Charged to the Consignor for Authentication if found to be Illegitimate.
- Request an Item Back | **\$50 BEFORE** item is returned.
- Shipping Consignment Item Back | **\$50 BEFORE** item is shipped.
- Poor Condition Items | Items that are deemed too poor of a condition to sell are donated to Big Brothers Big Sisters Foundation Canada or thrown out unless the Consignor wishes to pay "Item Back" Charges (\$50 per Item excluding shipping (\$50 Flat)).
- Closet Clean with No Consignment Items | **\$50** paid to Genuine Design same day.
- No Show to Free Pick Up or Closet Clean | **\$25** will be Charged if a Consignor is not at home or the agreed upon location and time of appointment. ***The Consignor Must Cancel AT LEAST 1 hour before the appointed time.***

### Charges to be Deducted from Commissions

- Shoe & Accessory Cleaning (by [www.brillareshoecare.com](http://www.brillareshoecare.com)): If Footwear & Accessory items are evaluated as unfit to sell, we will e-mail Consignor the Option to accept the relevant charges listed below OR follow our "Request Item Back" Procedures.
  - o Sneaker Clean | **\$10**
  - o Dress Shoe Basic Clean & Shine | **\$20**
  - o Mirror Shine | **\$15**
  - o Boot Clean & Shine | **\$25**
  - o Protective Clear Coating | **\$5**
  - o Belt or Wallet | **\$10**
  - o Bag Clean | **\$20**



- Odour Treatment | **\$5**
- **Cleaning Performed by Randall's Cleaning Calgary:** If Clothing items are evaluated as unfit to sell, we will e-mail Consignor the Option to accept the relevant charges listed below OR follow our "Request Item Back" Procedures.
  - Launder & Press Shirt | **\$5**
  - Dry-Clean Sweater | **\$15**
  - Dry-Clean Jacket or Suit | **\$45**
  - Dry-Clean Pants | **\$20**
  - Dry-Clean Accessories | **\$10**