



HOW TO CONSIGN:

Step-By-Step Process

1 | Clean that Closet!

- **Perform Self Closet Clean:** We recommend going item by item. If you have not worn it in over a year and it does not hold any sentimental value, it is time to move on!
- **Have Us Clean Your Closet:** We can come to you! A Complimentary Closet Clean is strictly by appointment only. Send us an email at genuinedesignconsign@gmail.com and we can arrange a time for a wardrobe consultation. We will take the consignment items with us upon completion. ****You, as the Consignor and owner of the clothing, must be present****

2 | Send, Drop, or Pick Up

- **Ship to Us:** Print out our "**Consignment Intake Form**". Mail the completed form to Genuine Design, 804-220 13 Ave. SW, Calgary, AB T2R 1L6, Canada, Buzz 3022. We will E-mail you upon receipt of items and verify.
- **You Drop Off:** Set up a time with us so we know you are coming. genuinedesignconsign@gmail.com OR text/ call 204-688-3967.
- **We Pick Up:** If you reside in Calgary, AB, you may contact us at genuinedesignconsign@gmail.com OR text/ call to arrange a time for pick up.

3 | Processing & Listing

- We then evaluate the product and prepare for photographs. The preparation stage may include ironing, steaming, mending a tiny seam, or sewing the odd button etc.. ****Extra Charges may apply****
- Photograph the product, take measurements, and then edit the photos
- The Product goes into active inventory
- The product is merchandised, listed online, and optimized to sell

4 | Get Paid.

- After your product sells, we will pay you on the 1st of every month via Interac e-transfer with the information provided in our "**Consignment Intake Form**".

Commision Rates* & VIP Program*

Bronze VIP | Consignor = 40%

Silver VIP | Sales > \$5,000 annually = 50% Commission*

Gold VIP | Sales > \$10,000 annually = 60% Commission*



The Fine Print*

Terms & Conditions

These terms are a legal agreement between Genuine Design. ("we" or "us") and you as the Consignor. You should read all the terms before indicating acceptance. These terms apply to the upside website and any new features that we may introduce from time to time. If new terms accompany any of those new features, then those terms will apply. By using our website, affiliates, and consigning, you accept these terms. If you do not accept them, do not use this website, affiliates, or consign with us. You are bound by these terms even if you do not read all the terms.

1: Commission paid to Consignor is 40% of total selling price less shipping (if applicable). i.e: \$100 sale total, \$15 Shipping = \$85 x 0.40 = \$4 paid to Consignor. Silver VIP program Consignor's receive 50% commission as soon as \$5,000 total less shipping has been successfully ***sold*** within 1 Calendar Year. Gold VIP Program Consignor's receive 60% commission as soon as \$10,000 total less shipping has been successfully ***sold*** within 1 Calendar Year. Absolutely no retroactive payments on past sales once a VIP level has been reached.

2: Genuine Design has full authority in setting the product 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 or representative of Genuine Design shows up to a Closet Clean and there is nothing to consign, a **\$50** fee will be charged on the spot.

4: Sending product and forms via mail is at Consignor's expense. There will be no reimbursement for shipping to us. Genuine Design is not responsible for product lost or damaged in the mail.

5: Products MUST comply with our "Consignment Intake Form". The product(s) must be (a) on our list of approved brands, (b) 100% authentic (ideally will include any original packaging or tags), and (c) in good condition (no tears, rips, stains, deteriorated from excessive wear, must be clean and odour free). If an item is in Genuine Design's inventory for over 1 Calendar Year from date of submission, we reserve the right to donate the item to Big Brother Big Sisters Foundation Canada without prior consent from the Consignor and, in that case, will not owe the Consignor any commission. The Consignor will be charged a fee off of commissions if the consigned product needs to be cleaned or fixed. Shoe cleaning and pricing is outsourced to Brillare Shoe Care (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 disposed of unless the Consignor wishes to pay "Request an Item Back" charges as listed above. Genuine Design will notify the Consignor by email 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 Fee: A fee of **\$25** will be charged if a Consignor is not at home or the agreed upon location and time for a Pick-up. ***The Consignor must cancel AT LEAST 24 hours before the appointed time.***

10: Termination Clause: If Genuine Design encounters a situation where the Consignor does not abide by the Terms & Conditions or Harrassment occurs, the business contract will become null/ void. Any remaining amounts owed to the Consignor will be paid out on the last of month. Any remaining product may be sent back AFTER applicable fees are paid to Genuine Design.

11: Terms and Conditions are subject to change without notice.

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



Terms & Fees Defined

Definitions

- **Consignor:** Owner of item/ product to be consigned.
- **Item/ Product:** Items the Consignor sends or releases to Genuine Design to be consigned/ sold based on Genuine Design's Terms & Conditions.
- **Commission:** Earnings from finalized sale of Consignor's item/ product. For commission rates, see pt. 1 of Terms & Conditions.
- **1 Calendar Year:** From the date of the first item/ product sold on Consignment for that given Consignor.

Charges to be Paid Immediately by Cash, PayPal, or Credit

- **Counterfeit Items | \$50** Fee will be Charged to the Consignor for Authentication if found to be Illegitimate.
- **Request an Item Back | \$50** per item/ product **BEFORE** item/ product 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 Pick Up or Closet Clean | \$25** will be charged if a Consignor is not at home or the agreed upon location at time of appointment. **The Consignor must cancel AT LEAST 24 hours before the appointment time.**

Charges to be Deducted from Commissions

- **Shoe & Accessory Cleaning (by www.brillashoecare.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**
 - o **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.
 - o **Launder & Press Shirt | \$5**
 - o **Dry-Clean Sweater | \$15**
 - o **Dry-Clean Jacket or Suit | \$45**
 - o **Dry-Clean Pants | \$20**
 - o **Dry-Clean Accessories | \$10**