

your other closet

Consignment Agreement

Name _____

Date Signed _____

Email _____

1st Phone # _____

2nd Phone # _____

Mailing Address _____

The following statements refer to authentic merchandise that you, the consignor, own and leave for consignment with Your Other Closet (YOC) at your own risk. By signing this document, you agree that you will not hold YOC responsible for loss, theft or damage.

Signature _____

The consignment agreement is for a 50/50 split of the final selling price, excluding item fees and sales tax.

- YOC reserves the right to discount initial prices during sales and special promotions.

Each consignor is given an online account, which they can access at any time at yourothercloset.consignoraccess.com

Consignment Items

- Please inspect all items before bringing them to the shop. YOC will only accept items in top condition ~ no signs of wear or damage, which includes dust, dirt, scratches, or stains. Plus, all items must be free of pet hair and smoke odors.
- All items must be complete, in sellable condition and or in working order, which includes any required batteries or light bulbs.
- In general, items will be processed and recorded in our online inventory system within 10 business days.
- Items that we find are damaged or flawed after the initial acceptance will donated to the Albuquerque Assistance League or returned upon request.

Items may be consigned in a variety of ways:

- Quarterly scheduled appointments – for fashion and home décor items
- Monthly 3-piece drop offs – for fashion and home décor items
- Seasonal special collections – for specific items during a designated time frame
- On a case-by-case basis – for furniture, specialty décor items or high-end fashion items
- Or, by a scheduled home visit – for estates and whole house moves

Please speak to a YOC staff member for more details about special collections, “case-by-case” and home visits process.

Appointments

- Each consignor may only have one appointment per annual quarter. Currently, appointments are reserved using a lottery system. Please ask a staff member for more details.
- On the day of the appointment, the drop off may be done at any time during store hours.
- During appointments, a *limit* of a maximum of 20 items may be dropped off.
- There may be a chance that not all 20 items will be consigned, however, additional items will not be accepted after the initial intake.

3-Piece Drop Offs

- 3-piece drop offs are unscheduled and accepted each week on a first come first serve basis starting when the shop opens on the first day of that week. (Holidays or unexpected closures may change this day.)
- Each consignor may have one (1) unscheduled 3-Piece drop off each month.

Consignment Process

- Items are kept on the shop floor for approximately 3 months.
- Items are available for the first 28 days at full price.
 - Then, prices are reduced 20% for the next 28 days
 - and then reduced by 50% for the next 28 days.
- After the designated consignment period, items are pulled off the floor and out of inventory.
 - Items originally priced at or below \$30, will be automatically donated.
 - Items originally priced above \$30 will be set aside in the storeroom for up to 14 days.
 - If a consignor wishes to have all items that do not sell, including those priced less than \$30, returned at the end of the consignment period, he/she needs to call the shop before day 70 and reserve a date on which to retrieve the items.
- If at any time a consignor requests that her/his items be pulled and returned, YOC staff members will need a minimum of 5 business days to complete the request.
- Items that are left unclaimed for more than 14 days will be donated to the Assistance League of Albuquerque without a receipt.

How consignors are paid:

- At any time, each consignor may request to be paid earned funds. Consignors may be paid by check (for totals over \$20, limited to one check per month), cash (for totals less than \$20) or as store credit. When used as store credit for a purchase, consignors receive an additional 10%.
- Checks may either be picked up or mailed. If mailed, \$1 will be deducted from the funds earned that month to cover postage and handling.
- Funds earned must be claimed within 1 year of being recorded or they will revert to YOC.

In an effort to provide first class service to both consignors and customers, Your Other Closet may modify its policies and or operational procedures. Every effort will be made to notify all consignors of any changes. However, as a consignor, you are encouraged to periodically check in with the staff for any updates to current policies and operational procedures.

YOC's Digital & Physical Contact Information

Phone Number: (505) 355-5979

Physical address: Mountain Run Shopping Center at 5850 Eubank Blvd NE, Suite B-51

Store Hours: 10:00 am to 5:00 pm Tuesdays through Saturdays; until 7:00 pm on Thursdays

Mailing address: 914 Matador Drive SE, Albuquerque, NM 87123

Online account: yourothercloset.consignoraccess.com

Website: www.yourothercloset.com

FaceBook: <https://www.facebook.com/yourotherclosetintheheights>

InstaGram: <https://www.instagram.com/yourothercloset>