Emma and Co. Consignment Boutique Consignor Agreement

Thank you for your interest in consigning with Emma's! We are excited that you have chosen us to help you with all your consigning needs.

Here's how it works:

We accept consignment Monday, Tuesday, Thursday, Friday from 10am to 3pm. We do not accept consignments on Wednesdays or Saturdays without special arrangements. When bringing in consignment, items should be placed neatly in a reusable box, bag, or bin with the consignor's first and last name legibly written on a slip of paper.

During a consignment drop off, all items are evaluated by our staff for signs of wear and quality. Items found to be in less-than perfect shape (too worn, damaged, or outdated), out-of-season, and categories of items we do not carry will be returned. We are very selective during our intake process, but that is why our customers love to shop at our store and trust us to carry "the good stuff".

Items must be:

- -In Season
- -PERFECT in New or Like New, Excellent Condition
- -Clothing should be free of lint, pills, pulls, pet hair, deodorant, or other stains and absolutely, no holes.
- -Have all buttons, zippers, and seams intact.
- -Either be new with tags or clean, freshly laundered, and odor free. Please, no smoke smells including woodstove smoke.
- -Clothing should be clean at the collar, neckline, underarms, elbows, cuffs, hem, seat, and thigh rub areas.
- -In up-to-date styles

The lifecycle of a consigned item:

- 1) The consignment period is for 60 days; items will remain on display during that time. Emma's reserves the right to create periodic markdowns. Any unsold items may be picked up and reclaimed. It is the responsibility of the consignor to keep track of the consignment period if they wish to reclaim their items. The consignor is responsible to come locate and reclaim any unsold items from the sales floor, should they choose to do so, no sooner than 45 days into the consignment period but <u>before</u> the end of the 60 days.
- 2) Some items may become eligible for online sales. Items listed online have an item fee that is passed onto the buyer and not reflected in the consignor's account.
- 3) We always do our best to find a buyer for consigned items. Any items that do not sell and are not picked up by the end of the consignment period become property of Emma's. We work with great local charities to give items a better chance at finding loving homes.
- 4) From time-to-time items are found broken, stained, or missing pieces after they have reached the sales floor. Any item found to be in less than perfect shape is immediately donated.

We promise to do our best to safeguard consignment items, however we are not responsible for items that are stolen, misplaced, lost, or damaged.

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Getting paid:

At Emma & Co. we want to get our consigners the most money possible for their items while still offering our customers a great deal. Our staff takes this seriously and prices all items as fairly as possible. There are no negotiations on pricing. Consigned items are tracked in our computerized inventory system. When an item sells, your commission is credited to your account.

Consignors have three options for receiving payment.

- 1) Store Credit Option at 40% Commission with **10% Bonus** commission
 - Consignors may choose to use their commission as store credit at any time. Store Credit is
 available immediately after an item sells. After using store credit, any remaining commissions may
 be stored in the consignors account for another time or redeemed using one of the following two
 options.
- 1) Pickup checks in person at 40% Commission
 - After a calendar month closes, your latest commission balance becomes available to be paid by check. The balance grows monthly until you request a check. At your convenience, stop by the store and ask us to print a check for your available balance. <u>Checks are only printed for an amount</u> greater than \$10.
- 2) Have the checks mailed at 40% commission and a \$1.75 mailing fee
 - After a calendar month closes, your latest commission balance becomes available to be paid by check and will be mailed by the 6th of the calendar month. <u>Checks are only printed for an amount</u> greater than \$10

Consignor #		С			
Name					
Town		State	Zip		
Phone ()		<u> </u>			
E-mail					
I HAVE READ, UI	NDERSTAND, AND AGREE	TO THE ABOVE	TERMS A	ND CONDITIONS.	
Signature					
	Please choose your	method of payme	ent:		
1 I will pick up my check at Emma & Co. 2		2 Mail m	Mail my checks. (\$1.75 fee per check)		
3 If you wish, yo	ou can choose to donate your	commissions to	charity.		
Please circle your choi	ce:				
Boys and Girls Club	s and Girls Club American Cancer		United Way		
YMCA	Society St. Jude Children's Hospital	Above the Notch Humane Society		Navy Marine Corps Relief Society	
Special Olympics					
		Adaptive S	ports		

Partners