

# Consignment Procedures

Updated 6/14/23

1. Sign your Consignment Agreement on our [website](#)
2. Prep your items!
  - Choose your BEST 20 clothing items and shoe sets, combined
  - Launder & lint roll clothing
  - Wipe inside & outside of shoes
  - Clean out bags
  - Dust & wipe down home decor items
  - Hang or nicely fold in bags/totes

\*\*We can accept *unlimited* plus sizes [XL-3X+ & 14-24], accessories & home decor during the same drop off

\*\*\*Home decor items are *always in demand!*

## Check for:

- Stains, rips, pulls or pilling
- Broken zippers & buttons
- Pet hair
- Moth holes
- Odors
- Missing rhinestones
- Aged elastic
- Missing earring backs

3. Drop-offs are accepted all day, every day we are open.  
First come, first served. We will only accept what we can process in the same day.  
\*\*Please leave your things in the car initially and come inside to check in for consignment drop-off. We will give you a number if there is a line of folks in front of you.
4. At drop-off we will “presort” your items and give back any “no thank yous” right away. We will also create your consignor account if you are new to consigning with us.
5. After our presort is finished and you’ve left, we will continue to inspect, price, and display your items on our sales floor. We may also choose to store your off-season items for the appropriate season. We strive to process your items the same day you bring them in.
6. Once we have completed processing your drop-off, you will receive an email stating 1) your drop-off is complete or 2)ask you to stop in within 2 business days to pick up items we found imperfections on during our second inspection.  
\*\*No thank yous left longer than 2 days will be donated.
7. Automated emails are sent the following day that will include an inventory list of your Accepted Items and their prices.
8. You will also receive follow-up emails when your items sell. Your latest consignor balance will be listed as well.
9. We do not have “consignment periods” and your goods do not expire. Your goods will be on the sales floor for *at least* 60 days; afterwhich we will move your things through clearance automatically. You will earn your % whether the item sells at full price or on clearance.

10. You may shop in-store with your balance at any time. You may also request a check at any time. For confidentiality purposes, we may ask for your ID before giving any account information
- \*\*If you wish to allow another person to collect a check on your behalf, we must have your permission documented on your account **before** the person arrives.
  - \*\*\*If you live or move to Hyannis or beyond (down Cape) OR off Cape, you may request an electronic ACH payment or check to be mailed for a \$3 fee per request.