

**Double Take Consignment**  
**(815) 444-8711**  
**www.doubletakeconsignment.net**

# \_\_\_\_\_

Name: \_\_\_\_\_ **Email:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

### CONSIGNMENT GUIDELINES

**We accept clothing, shoes, accessories** etc in Kid's sizes (infant, toddler, tween, teen/junior), maternity, women's, & men's, as well as baby gear, books, toys, boutique items, purses, jewelry, complete games & puzzles, etc (list of items not currently accepted can be requested). Adult clothing must purchased within the last 3-5 years, All items must be in excellent condition, season specific

- ~ MAXIMUM 25 items per drop-off, every 2 weeks (please no more than 3 big items)
- ~ DTC is selective: anything ripped/stained/pilled/out of style/poor seller will not be accepted
- ~ **NO DROP OFFS ON SUNDAYS.**

**All merchandise** must be in LIKE NEW, Working condition for the current season/style, free of any defects and meet all current safety regulations and include working batteries and light bulbs (if needed). We do NOT accept the following: car seats, underwear (unless new in package), clothing without size tags, items with distinct odor, mattresses, certain brands, dirty or stained items, used adult bedding, or any recalled items (please check [www.cpsc.gov](http://www.cpsc.gov) to verify an item is not recalled). Please have your clothes freshly laundered, SORT for season and condition, and lay them flat in a bin or laundry basket, buttons & snaps fastened. No hangers, no garbage bags. We only accept adult clothing items in EXCELLENT condition purchased retail within the past 3-5 years.

\*We will sort your items while you shop and give you any "No Thank You's" found. If we find a flaw that makes your item unsellable AFTER your drop off, it will be donated (exception made for very high ticket items – we will call/ text you; items not claimed in 7 days will be donated regardless of value)

**Pricing:** DTC determines pricing of all consigned items, based on fair market/retail value.

- ~ Automatic markdowns are taken per tag.
- ~ Each item will have a **small fee taken from each item's sale price** to cover the cost of tags, etc.
- ~ Consignor receives 40% of the final selling price (not including the fee).
- ~ Selling price may be affected by sales, discounts, coupons, or other applied discount.

**Selling Terms:** Items are available for purchase for 60 days, plus a 7-day grace period

~ Consignors should check for a Welcome Email from ConsignorAccess to track pricing, sales, account balances, & unsold items. Communication from DTC and the drop Calendar is posted in the NOTES of your account access. **It is your responsibility to check ConsignorAccess for season accepted, no-drop dates, accuracy of items and other communication.**

- ~ Items must remain in store for the full 60 days. (unless sold first).
- ~ **Unsold Items** (items not sold within 60 day term): Consignor is responsible for checking ConsignorAccess to check "Expire Dates" (60<sup>th</sup> day available for sale)
- ~ Consignor has 7 days, starting on Expire Date, to retrieve unsold items if they choose to do so.
- ~ Consignor is responsible for printing/creating list of any desired items, pulling their items off the sales floor to be marked by staff as "returned". Bags are not provided for unsold item retrieved.
- ~ We are not responsible for items that you cannot locate.
- ~ **All items left after 7 day Grace period become property of DTC and sold, donated or disposed of at DTC's discretion.**

\*\*This agreement refers to merchandise I own & leave at my own risk with Double Take Consignment. I will not hold Double Take Consignment responsible for loss, theft or damage. DTC reserves the right to update guidelines at any time. It is my responsibility to consistently check ConsignorAccess.com or DTC website for updates.\*\*

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_