

First Name: _____
Last Name: _____
Address 1: _____
Address 2: _____
City and State: _____
Zip Code: _____
Phone Number: _____
Email Address: _____
Referred By: _____
Birthday Month: _____

WARD AVENUE CONSIGNMENT CONTRACT

How It Works:

WARD AVENUE will determine the selling price of your items by taking into account the item's retail price, style, condition, brand and past in-store popularity. Items are generally priced around 1/2 to 1/3 of their retail value, taking into account what similar items have sold for here in the past. We price items on a case-by-case basis so please let us know if you have anything in mind.

You will receive a detailed item list via the email you provide approximately one week to 10 business days AFTER your appointment (allow more time during busy seasons, please). The email and attached item list will contain your expiration date. Please keep track of this date; you will not receive another reminder when your 90-day cycle ends.

Items that have not sold in their first 60 days are automatically reduced 40% in price. If you do not want an item to be

reduced, you may pick up the item prior to its sale date. Please keep track of this date, as we cannot be responsible for items sold at their reduced price. After 90 days, items unsold and unclaimed are considered “expired” and become property of WARD AVENUE. Expired items will either be sold and credited to the house account or donated. YOUR ACCOUNT WILL NOT BE CREDITED OR REIMBURSED FOR ITEMS SOLD AFTER THEIR 90-DAY EXPIRATION DATE. You are always welcome to pick up any unsold items at any time prior to their expiration date; however, it is your responsibility to keep track of your expiration date and claim unsold items before this date. If you wish to retrieve unsold items at the end of your cycle. We recommend setting a calendar reminder in your phone for one or two weeks prior to your expiration date.

Each time you consign items, you begin another 90-day consignment period. It is your responsibility to keep track of your sale and expiration dates for each time you consign and to call or email WARD AVENUE to claim items before their sale and expiration dates if you so choose.

If you opt to retrieve unsold items prior to expiration but do not contact us ahead of time to pull items for you, we will print you a list when you arrive and it will be your responsibility to locate your own items in the store. you should plan to locate your own items if you drop in. If you are unable to locate your items, we are happy to take down your information and have the Inventory Manager pull the items for you and contact you with an update within the next 7-10 days.

You will receive 50% of each item’s final selling price for items sold during your 90-day consignment cycle. You may

stop in, call or email to request a check. A \$1.00 per check fee will be issued for each check printed in-store, and a \$1.75 per check fee will be issued for each check mailed. There is no charge to use store credit at any time. Checks for account balances greater than \$20 are automatically mailed after the end of the month in which a consignment cycle ends. Balances below \$20 can be used as store credit or paid out as cash IN STORE. Accounts unused for greater than one year will be deemed inactive and associated account balances will be zeroed out. Items 'final selling prices will not include sales tax, will reflect sale or promotional discounts and/or item fees, as applicable.

WARD AVENUE is a clothing broker and cannot insure inventory we do not own. We are careful and trustworthy, but not liable for fire, theft or unpredicted damage. Despite our best efforts, THEFT STILL OCCURS, ALL MERCHANDISE IS LEFT AT YOUR OWN RISK. By signing this document and leaving your items at the store, you agree that WARD AVENUE WILL NOT credit you or your account for missing or accidentally damaged items.

Damaged Items:

- Please check your items for stains and damage before bringing them in. WARD AVENUE requires items to be in excellent condition. If you consign items that fall under the following categories (including but not limited to) they will be automatically donated or discounted upon processing.

- Dirty/Odororous Items: smoke, mothballs, pet smell and hair, body odor).
- Stained Items: underarm and/or collar stains from deodorant and/or self tanning products, drink stains down the front of tops and dresses, stains at cuffs, stains on/in pants.
- Damaged Items: missing buttons, broken zippers, moth holes, damaged hem lines, excessive wear and pilling.

Sales Promotions and Items Fees

All consigned items are subject up to a 20% reduction at all times for store events and promotions.

Twice annually WARD AVENUE hosts an end of seasonal sale. At this time, all seasonal items will be marked down at an additional percentage assigned at our discretion, regardless of when their 90-day cycles started or ends.

An additional per item fee is assigned to each item processed and is separate from the selling prices listed in your account. This fee is paid by the purchaser of the item at time of checkout and is not debited from your account. This policy enables us to have a membership fee free service for our consignors.

Please initial these key points to confirm your understanding of and agreement to the terms of the contract:

After 90 days, items unsold and unclaimed are considered “expired” and become property of WARD AVENUE. I understand it is my responsibility to keep track of my expiration date(s) and claim unsold items before this date. I

understand if I do not choose to pick up my items before their expiration date my account will not be credited or reimbursed for unclaimed items sold or donated after my 90-day expiration date. Please Initial: _____

I understand items that have not sold in their first 60 days are automatically reduced 40% in price. I understand if I do not want an item to be reduced, I need to pick up the item prior to its sale date and I am responsible for keeping track of this date. I understand I will not be reimbursed for the difference in price after the 40% reduction if an item sells after its 60-day sale date. Please Initial: _____

I understand WARD AVENUE reserves the right to donate or reduce pricing on damaged, stained or overly worn items after my appointment and that I am responsible for thoroughly checking for this damage before my appointment. Please Initial: _____

I understand my consigned items are subject to a 20% reduction at all times for store events and promotions. Please Initial: _____

I understand WARD AVENUE hosts seasonal sales at the end of the summer and winter seasons. At this time, all seasonal items are marked down an additional percentage assigned at WARD AVENUE's discretion, regardless of when their 90-day cycles started or ends. Please Initial: _____

I understand that all merchandise is left at my own risk. I understand that despite WARD AVENUE's best efforts, theft and damage can occur. I understand I will not be credited for missing or accidentally damaged items.

- I have read and agree to the conditions and terms of this contract. I understand that if I do not retrieve my items prior to their expiration they will become property of WARD AVENUE and be sold or donated. I understand that WARD AVENUE is not liable for theft or damage.

Consignor Signature: _____

Date _____

Thank you for consigning with WARD AVENUE. We appreciate your business!

The terms and conditions of this contract will remain in effect until further notice. We reserve the right to alter the agreement at any time.

Contact: joi@wardavenue.com, 703.544.9301