



Drop off date: _____ Consigner Name: _____

Telephone: _____ Email: _____

Thank you for consigning with Room 152! Please review our consignment terms and policies.

- We accept only authentic, freshly laundered pieces that are in excellent condition. All pieces that do not meet this criteria will be refused during intake (note: any item found to be damaged or flawed after processing will not be sold, and will be returned to the consigner at the end of the consignment period). We will accept up to 20 items maximum for each consignment period.
- Accounts are processed in order of arrival and may take up to two weeks depending on volume. Consigners will receive a confirmation email once their items have been logged, which includes their consigner number, check-in date and itemized inventory list.
- Items will be sold for a value determined by Room 152. We agree to not discount items by more than 25% of the selling price during store sales events. Sale percentages are split evenly between the store and consigner.
- The consignment period is two months. At that time, the consigner receives the below percentages of items that have sold:
 1. **40% of the sale price of items under \$150**
 2. **50% of the sale price of items valued from \$150 - \$499**
 3. **60% of the sale price of items valued from \$500 - \$999**
 4. **70% of the sale price of items valued from \$1000 + up**
- Luxury bags that do not have their original receipt and/or authentication material will be subject to a \$20 authentication charge at the consigner's expense. Consigners will receive a copy of authentication at the end of the consignment period should the item not sell.
- Payouts and returns are issued at the end of the consignment period only. **Early payout requests will be subject to a \$5 service fee.**
- There are three payout types to choose from: Email Money Transfer (EMT), Cash or Consigner Credit. If an EMT is requested, there will be a \$1.50 processing fee. Consigners who choose Consigner Credit will receive an additional **10% OFF** when using their credit towards in-store purchases.
- Payouts and returns are issued on Wednesday each week (no exceptions). We ask that consigners check in with us using our automatic web check-in, which places the consigner's name and information on our next payout/return list. A link to web check-in will be provided in the confirmation email. **Consigners must check by 5:00 p.m. on the provided settlement date.** Should consigners check in later than this time, their name will be placed on the payout/return list for the following week.
- Unsold items will be returned to consigners unless the consigner chooses to donate. **All returns must be picked up within 14 days of the consignment end date.** Pieces that have not been picked up within this time will be donated to our annual charity yard sale.
- If an EMT is not accepted within one month, the EMT will be cancelled and the consigner will receive store credit for the amount.
- Consigners who choose Cash as payment must collect their payout within 6 months of the payout date, or it will become forfeited.
- Consigner Credit that is unused or unclaimed 6 months after being issued will automatically be converted to credit to be used in-store only and will not expire.
- We take excellent care of all consigned pieces, however; we are not responsible for any lost, stolen or damaged items.

I have read, understand and consent to be bound by the terms of these conditions. I acknowledge that Room 152 Clothing Boutique reserves the right to modify these conditions at anytime, and will notify their consigners of any modifications through email and website posts.

Signature: _____ Date: _____