



Consigner Number: _____ Drop off date: _____
Consigner Name: _____
Telephone: _____ Email: _____
Address: _____
City: _____ Province: _____ Postal Code: _____

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. Items will be processed within 48 hours; longer if we are experiencing high volume. Consigners will receive an email confirmation once their items have been logged, which will include their consigner number, check-in date and itemized inventory list.
- Items will be sold for a value determined by Room 152. During store sales, we agree not to discount items by more than 30% of the selling price; the sale percentage being split evenly between the store and consigner.
- The consignment period is two months. At the end consigners will receive:
 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**
- **Payouts and returns will be issued at the end of the consignment period only.** There are three payout types to choose from: Email Money Transfer, Store Pick-up or Store Credit. Consigners who choose Store Credit will receive an additional **10% OFF** when using their credit towards in store purchases.
- Payouts and returns are issued on Wednesday's (no exceptions). Consigners must check in no later than 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.
- **We ask that consigners check in with us using our automatic web check-in,** which automatically 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.
- 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.**
- **Consigners who choose Store Pick-up as payment must collect their payout within 6 months of the payout date, or it will become forfeited.**
- **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: _____