



Member Drop Off - In Person

- All In-Person Drop-offs must have an appointment booked with our Inventory Coordinator.
- Appointments can be booked online: <https://calendly.com/ccinventory/drop-off?month=2024-04> or by telephone at 604 669 8021 or emailing [Inventory@Circle Craft](mailto:Inventory@CircleCraft.com) or at store@circlecraft.net. We encourage booking your appointments using the online platform, it is easy quick and instantaneous.
- If your appointment is booked online, no further steps are required as it is instant. However, if an email is the method you are booking an appointment, confirmation with the exact date and time for the appointment will be communicated back to you.
- The Inventory Coordinator may contact you before your appointment to discuss the details of your drop-off.
- In preparation for your appointment, Members can review sales, stock on hand, fast and slow sellers, and opportunities for replenishment on their Consignor Portal account page.
- Before your appointment, the [Member Inventory Drop-Off Form](#) must be filled out and emailed to the Inventory Coordinator. Only this report will be accepted for all drop-offs. (See attached document)
- The Inventory Coordinator will review the product against the Member drop-off document for quantity accuracy and quality control at your appointment.
- Both parties will sign and date the Member In-Person documents once the count is complete.
- Once the In-Person drop-off check-in is complete, the Inventory Coordinator will enter the product into the system. Price tags will be created, and the product will be placed on the sales floor, ready to be sold.



Member Drop Off - by Mail

- All Mail Drop-offs must have a call booked prior to sending your assortment for a discussion with our Inventory Coordinator.
- Calls can be made via telephone at 604 669 8021 with the Inventory Coordinator only or by emailing [Inventory Circle Craft](#)
- Discussing the details of your Mail Drop-off with our Inventory Coordinator will occur within 48 hours of your request to send inventory to the store.
- In preparation for your Member Drop-off by mail, Members can review sales, stock on hand, fast and slow sellers, and opportunities for replenishment on their Consignor Portal account.
- Before sending out your product by Mail, the [Member Inventory Drop-Off Form](#) must be filled out and emailed to the Inventory Coordinator. Only this report will be accepted for all drop-offs. (See attached document)
- The Inventory Coordinator will review the product when it is received against the Member Drop-Off document for quantity accuracy and quality control.
- Once the Mail drop-off check-in is complete, the inventory coordinator will enter the product into the system. Price tags will be created, and the product will be placed on the sales floor, ready to be sold.



Member Withdrawal - In Person

- All In-Person Withdrawals must have an appointment booked with our Inventory Coordinator.
- Appointments can be booked online: <https://calendly.com/ccinventory/drop-off?month=2024-04> or by telephone at 604 669 8021 or emailing. We encourage booking your appointments using the online platform, it is easy quick and instantaneous.
- If your appointment is booked online, no further steps are required as it is instant. However, if an email is the method you are booking an appointment, confirmation with the exact date and time for the appointment will be communicated back to you.
- The Inventory Coordinator will confirm the exact date and time for the appointment within 48 hours if not booked online and discuss the details of your withdrawal.
- This call will review the specifics of your withdrawal request looking at sales, fast and slow sellers. Members should be ready to have this discussion by reviewing inventory details on their Consignor Portal account.
- Before your appointment, the [Member Inventory Withdrawal Form](#) must be filled out and emailed to the Inventory Coordinator. Only this report will be accepted for all withdrawals. (See attached document)
- The Inventory Coordinator will then pull the product and check it against the Member Withdrawal document for quantity accuracy. Both parties will sign and date the Member Withdrawal document.
- Once the withdrawal is complete, the inventory coordinator will remove the products from the system.



Member Withdrawal - by Mail

- All Mail withdrawals must have a call with our Inventory Coordinator to discuss the details of your withdrawal
- Calls can made via telephone at 604 669 8021 or by email [Inventory Circle Craft](#)
- The inventory coordinator will contact you before your appointment to discuss the details of your drop-off.
- This call will review the specifics of your withdrawal request looking at sales, fast and slow sellers. Members should be ready to have this discussion by reviewing inventory details on their Consignor Portal account.
- The Member must fill out the Member Inventory Withdrawal Form. Only this report will be accepted for all withdrawals. (See attached document)
- The Inventory Coordinator will review the product and the Member drop-off document for quantity accuracy and quality control.
- The Inventory Coordinator will contact the member with shipping charge amount and arrange for payment.
- Once the Withdrawal is complete, the Inventory Coordinator will remove the products from the system and mail the conformed package back to the Member.