

## **Consignment Guidelines**

*Thank you for your interest in consigning with Livy's Closet. We are dedicated to having high standards and being honest and fair to our consignors and shoppers. We want to help you make the most money from your items. You can help us do that by following these guidelines:*

*Livy's Closet is a small shop, so we're very selective. Please review our consignment guidelines to make sure your appointment runs quickly and smoothly.*

**1 We accept Consignments by Appointment only; please call to set up a time.**

We inspect all items while you wait, typically 15 – 20 minutes. A onetime fee of \$10.00 will be charged at initial consignment.

**2 Bring items in excellent condition.** We take clothing, shoes, accessories and home decor items. All clothing items must be clean, pressed and free of stains, fading, holes, etc. We take items that are current and in season. To get in and out quickly, please have all clothing items on hangers or neatly folded in shopping bags, boxes or baskets. We can accept no more than 15 items per visit. Home décor items must be in working order and free of cracks. Certain items may not be accepted, we reserve the right due to certain merchandise not selling, and limited space available.

**3 We set the price to make you the most money.** We price every item by hand. It is my goal to sell each of your items as quickly as possible for the highest price it can command. Purchase prices are based on condition and popularity of the brand. You receive 50% of the selling price. All consignments are at Consignor's risk. Livy's Closet is not responsible for loss or damage to merchandise by cause due to; but not limited to fire, water, vandalism, theft or negligent handling by customers.

**4 We sell your items for 60 days.** Your consignment period begins when your items go on the sales floor (not on the day we take your clothes). After 30 days we may sell them at 50% off the original price. Items that don't sell after 60 days are donated to a local charity. A request to pick up unsold items are subject to your decision and signature at time of consignment, items not picked up at the end of a time agreed upon at the time of consignment will become the possession(s) of Livy's Closet.

**5 We pay you by check.** Payment by check is available by the 5<sup>th</sup> of each month. You can pick up your check or we'll mail it to you for a 50¢ service fee. Checks will only be issued in amounts of \$10.00 or more, should you not have that amount in consignment sales for the previous month it will accrue to the following month.

**Hours of Operation**

Monday – Friday 10 am – 6 pm  
Thursday 10 am – 7 pm  
Saturday 10 am – 4 pm

**Seasonal Schedule**

Feb – Apr = Spring  
May – Jul = Summer  
Aug – Oct = Fall  
Nov – Jan = Winter

**Livy's Closet  
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540-865-0373  
Livy's Closet @ Clifton Forge.com**