

Consignment Guidelines

Thank you for your interest in consigning with Livy's Closet. We are dedicated to maintaining high standards and being honest and fair to our consignors and shoppers. We want to help you make the most money from the sale of your items. You can help us by following these guidelines. Livy's Closet is a small shop, so we tend to be selective. Please review our consignment guidelines to make sure your appointments run smoothly.

1 We accept Consignments by Appointment only; please call to set up a time. We inspect all items while you wait, typically 5-8 minutes. No appointment, no consignment acceptance.

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. Should an initial inspection of your items fail to show a stain or crack, the item will be disposed of. Lamps must have working light bulbs in them and have a matching shade. Watches must contain working batteries.

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. If a consignment tag does come off your merchandise, I will attempt to find it, however if this is not possible; that item(s) will be donated.

4 We sell your items for approximately 60 days. Your consignment period begins when your items go on the sales floor. After approximately 30 days we may sell them at 50% off the original price. Items that don't sell after 60 days can be donated to a local charity. You will note on your contract at the time you sign up as to whether you choose to donate. 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 and be donated. Should I have to call long distance, a fee will occur for that cost.

5 We pay you by check, no in-store credits. Payment by check is available by the 5th of each month. Should the 5th fall on a holiday, the next available day will be pay day. You can pick up your check without an appointment. Should you wish to have your check mailed to you, self-addressed and stamped envelopes must be brought in. Should you not pick up a check for a period of 90 days, the check becomes null and void and will not be rewritten. 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.

I have read and understand the guidelines of this contract _____

Date _____

I wish to donate any unsold items _____

Your Consignment Number is _____