

Livy's Closet 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 both 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 certain guidelines. Livy's Closet is a small shop, so we tend to be selective. Please review our consignment guidelines to make sure your appointment runs smoothly.

- **We accept Consignments by Appointments only.** Please call and set up a time and day. We will inspect all items you bring in, this takes typically 5 to 8 minutes. No appointment no consignment acceptance. There is a reason for this and we hope you will all abide by it.
- **The items you bring in Must be cleaned,** no stains, ironed; no rips or tears, if you have clothing items that have hung in your closet, be sure to check to make sure the shoulders are clean and free from dust. Be sure the items you bring in; clothing or household items are in great condition. Home decor items must be in working order, free of cracks and stains; We do reserve the right to refuse any item, that we feel is inappropriate or not a sellable item for Livy's Closet. Should an initial inspection of your item fail to find a significant flaw, it will be disposed of and removed from your inventory. All watches must contain working batteries.
- **We set the price to make you the most money;** We are a consignment shop and set the prices accordingly; to get items sold quickly and to gain you the best amount for the items you bring in. You as the consignor will receive 50% of the price we put on

your items, should any one item sell for \$30 or more, you will receive 60%. Some items brought in we do make special arrangements on, and we do this on a one to one basis.

- **All Consignments are at Consignors risks;** 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 falls off your merchandise, I will attempt to find it, however, if this is not possible, the item(s) will donated. Should I break something myself, I will pay for that item.
- **We sell your items for approximately 60 days.** Your consignment period begins the day you bring your items into the store; We do get your items on the floor that same day. After 30 days, Livy's Closet has the right to reduce the price by 50%. After 60 days, we have the right to call you and have you pick up your items, or we can donate to a local charitable organization, which ever you prefer.
- **We pay by check once a month (5th),** should the 5th fall on a holiday or a day we are closed the following day will be the date; You do not need an appointment to pick up your check, as a matter of fact, if you come into the store, please feel free to ask for it. I do sometimes forget names and faces and do not feel badly when you ask me. **Consignment checks are good for 61 days, failure to pick up or cash the check during this period results in the check becoming null and void, and we do not rewrite for that reason.** Should you wish, you can bring in self addressed stamped envelopes and we can mail them to you. If

an emergency occurs, simply call the store;

- **We do our best to keep costs down**, so please, abide by the rules of the store. Thanks so much for becoming a part of Livy's Family. Looking forward to working with you.

Sincerely,

Jenny Oeltjen

Owner: Manager

540-865-0373