

UP & DOWN CLOSET CONSIGNOR POLICIES

My Consignment Period Is From _____ To _____

CONSIGNMENT ITEMS MUST MEET THE FOLLOWING STANDARDS:

1. We accept women's clothing starting at size 14 or XL. We also accept purses, shoes, jewelry, swimsuits (new), scarves and other accessories.
2. Priority is given to consignors with appointments. Other consignment is accepted as time permits.
3. All items must be in style and seasonally appropriate. Priority is given to department store brands and designer labels. We have a very limited market for discount store brands.
4. All items must be **odor-free**, including smoke, musty smells and perfumes.
5. **Please examine your items carefully in strong daylight for subtle spots, missing buttons, broken zippers, stressed seams, deodorant stains, animal fur, pilling, fading, excessive wear or other flaws before bringing them to us for consignment.**
6. **New consignors may bring up to 25 hanging garments** unless other arrangements are made. Accessories, shoes and jewelry items are welcome in addition to hanging garments.
7. **All clothing must be brought in clean, wrinkle-free and on hangers.** Shoes must be clean, and if appropriate, polished.
8. At your appointment, we will inspect your items, accepting only those we feel we can sell. During pricing, we may discover problems that make an item unmarketable. Items found to be flawed at pricing will be donated immediately.
9. Initial selling price and subsequent discounts will be controlled by The Up and Down Closet. We reserve the right to run sales and promotions as we see fit.
10. **The consignment period is 90 days. Items left after 90 days are subject to donation at any time.**
11. **Consignors who choose to pick up unsold items must call for an appointment and make arrangements for pickup WITHIN THE 90 DAYS.** Consignors who have more than 5 items to be pulled and returned will be charged a graduated pulling fee (\$15 for 6 to 10 items, \$20 for 11 to 15 items, \$25 for 16 to 20 items, etc.) to be deducted from the consignor check when possible. Consignors who prefer to pull their own items to avoid the fee must make an appointment with the owner for a time when the shop is closed.
12. **Consignors who choose to donate unsold items** will receive an itemized donation letter for tax purposes upon request.
13. **Consignors receive 50% of the item's selling price.** Checks are issued at any time upon request for consignors with a minimum of \$10 in their account.
14. The Up & Down Closet will make every effort to protect your items, but we will not be liable for consigned items damaged or lost by fire, theft, try-on, loss, smoke or water damage, or natural disasters. All responsibility for the items remains with the consignor. The Up & Down Closet will remain blameless against any harm, and the consignor will not be compensated.

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