

DIVINE CONSIGN

37 Market Square - Manheim, PA 17545 - 717.665.4417 - mdivineconsign@aol.com

How to Consign

1. The consigned price of an item will be set by management at the time of consignment.
2. **All items will be kept for a period of 60 days** with automatic 10% to 50% markdown taken after 21 days. Markdowns depend on the condition, season and demand for the item. In addition, Divine Consign will hold promotional sales (i.e. - coupon) as well as normal periodic sales on out-of-season and clearance merchandise. All merchandise in stock is subject to these sales.
3. **Payment** - The consignor receives **40% of the proceeds of clothing and household items sold and 50% of the proceeds for large furniture**. You may shop off your account credit or retrieve your proceeds at any time. The money stays in your account until you pick it up. You may also opt to have your checks mailed to you. Automated check payments are issued for amounts in excess of \$10.00 on the 15th of each month. Any amount below \$10.00 will accrue until the following month's check. There is a nominal \$1.00 processing fee for each check that is mailed.
4. **After 60 days, the consignor is responsible for picking up their unsold merchandise**. It is up to the consignor to call and set up a time for picking up the items. After 61 days, if the consignor has not picked up their items, the merchandise will become the property of DIVINE CONSIGN and is subject for our sale or donation.
5. **We will accept between 1 and 40 items per appointment**. Seasonal clothing and merchandise should be no older than two years, stylish, and in **like-new condition**. *Items with holes, stains, missing button, broken zippers, worn cuffs, pilling, etc. will not be accepted*. All clothing must be clean, pressed, and on hangers. **Items that need to be treated (steamed, pressed, lint removed) will have a labor fee added**. Shoes accepted for consignment must be in mint condition and of current style. Non-clothing items must be in excellent condition, i.e. - very clean, no cracks, chips, missing parts, etc. It is recommended that prior to bringing large items (such as furniture) the consignor should provide a photograph to DIVINE CONSIGN.
6. **Appointment processing of items to be consigned is PREFERRED**. Appointments are available Monday through Friday during store hours. When necessary, special arrangements will be made outside normal appointment days. Due to high volume, items that are dropped off will be processed as time permits. **Walk-ins** - You may bring up to 10 items without an appointment. However, we will honor our scheduled appointments first and there is a 50 cent fee per item for items brought in without an appointment. **First Fridays** - On the first friday of each month we are open until 8pm. On first fridays we accept walk-in consignors on a first come/first serve basis and no appointment is necessary. There are no walk in fees and you may bring up to 20 items.
7. Hours of operation are **MTWF10-6pm, Th 10-8pm and Sat.10-5pm**. Sunday we are closed. We close for major holidays.
8. We prefer high quality NAME BRAND merchandise. We are looking for the best selling brands such as Liz Claiborne, Jones New York, New York & Co., Express, Hollister, Aeropostale, American Eagle, Ann Taylor, Tommy Hilfiger, Ralph Lauren, Gap & Baby Gap, The Limited, Limited Too, Gymboree, The Children's Place, etc. All items will be priced based on the quality of their construction, fabric, style, etc.
9. We are committed to providing a great shopping experience for our consignor and our buying customers. We strive to provide the best quality merchandise for a price that is fair to both.
10. Please feel free to call (or email) with specific questions or concerns.

Consignment Agreement

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www.divineconsignonline.com

I, the undersigned, hereby consign the items(s) listed to DIVINE CONSIGN for a period of 60 days. Prices will be set by the management at the time of consignment.

If the items are sold within the 60 day period, I will receive 40% of the purchase price for clothing and household items (50% for furniture). After 21 days, merchandise is automatically reduced 10-50%, depending on condition, season and demand for the item. Out-of-season and overstocked items are subject to clearance sales and/or price adjustments according to market demand. All merchandise is subject to promotional sales. A modest item fee will be added to merchandise that requires additional work by our staff such as cleaning, steaming/ironing, or lint removal.

- Please mail my check when the account reaches \$10. There is a \$1 fee for mailing each check.**
- I will pick up my check.**

Items that have not sold after 60 days must be picked up by the consignor if they were not designated for donation. It is the consignor's responsibility to pick up their items. Please call ahead so that we can have your items pulled for you and ready to go. Merchandise that is not picked up within 61 days will become property of DIVINE CONSIGN and will be subject to sale or donation.

I hereby warrant that I have complete title to the merchandise listed and I will not hold DIVINE CONSIGN responsible for any claim of title to it. I also understand that DIVINE CONSIGN assumes no responsibility for loss or damage to listed merchandise by fire, theft, accident, or any other cause.

- Please donate my unsold items to charity**
- I will pick up my designated items after 60 days. Unclaimed items will become property of Divine Consign after 61 days.**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____

Other phone: _____

Email: _____

Signature: _____

Date of Birth: _____ / _____ (month & day only) Today's Date: _____