

The Attic
1348 Gaskins Road
Richmond, VA 23238
(804) 740-9040
info@atticconsignments.com

CONSIGNOR AGREEMENT

Name _____ Consignor # _____

Address _____ Phone # _____

City _____ Zip _____ Birthday (MM/DD) _____

Email _____ Sign up for the Attic email newsletter? Yes ___ No ___

There is a one-time registration fee of \$10.00.

1. I confirm that I am the owner of each item being consigned. Consignor agrees that items consigned at The Attic will be offered for sale exclusively at The Attic for a 10-week period.
2. All items, except jewelry, go into a mark down system, as follows:

First four weeks – assigned price
Next four weeks – 20% off assigned price
Next two weeks – 40% off assigned price

The Attic allows, in its discretion, for up to 20% off to run sales and promotions at any time.

3. Items will be accepted for consignment daily, 10:00 through 4:00. Furniture and other large items need to be approved in advance and will be accepted based on available space. The consignor must bring help to unload and set up heavy items. All items must be in good condition. Items must be clean, free from stains, breaks, tears etc.
4. Items remain on consignment for 10 weeks. If the item has not sold at the end of ten weeks, The Attic will call the consignor's number on file to notify the consignor. A voice message constitutes sufficient notification. The call is a courtesy and not a responsibility of the store. The item must be claimed within two weeks after notification. The Attic does not have space to store items. If the item is not picked up The Attic will take ownership of the item and dispose of it at our discretion, donation etc.
5. For each item sold, the consignor will receive 50% of the final sale price. For jewelry, the consignor will receive 50% of the first \$200 of the sale, plus 60% of the sale price over \$200. Note that customers may place jewelry items on layaway for up to three months. The consignor will be paid when the item is paid off.
6. The Attic pays consignors by check. Checks will be available for pick up at the store on or after the 10th of each month for items sold the previous month. Checks will not be issued for less than \$25.00. Amounts less than \$25 will be credited to the consignor's account.
7. The Attic does not call when items sell. It is the consignor's responsibility to inquire with The Attic to see if any items have sold and to pick up any checks. The Attic does not mail checks.

Consignor Signature _____

Date _____