

## CONSIGNOR APPOINTMENT CHECK LIST

### ***Our Motto:***

*If you wouldn't purchase the item in the condition it is in, PLEASE DON'T BRING IT TO US!*

### **Inspect each item to ensure they are...**

- ✓ Stylish and IN SEASON
- ✓ CLEAN, freshly laundered/dry cleaned
- ✓ Free of stains, holes, pilling, & odors
- ✓ Free of wrinkles (a 50¢/item fee for steaming will be charged)

### **Make sure you...**

- ✓ Empty all pockets
- ✓ Check underarms, collars, cuffs, & pant linings for cleanliness
- ✓ Clean/scrub inside & outside of shoes, NO sticky insoles, NO shoe inserts
- ✓ Make sure handbag linings are clean
- ✓ Bring jewelry in separate bags/boxes and check jewelry for broken/missing clasps and missing stones. Watches must work.
- ✓ LIST EACH ITEM ON INVENTORY LIST
- ✓ Place on store hangers