



# DROP & GO CONCIERGE SERVICE INVENTORY FORM

**DIRECTIONS:** Fill out this form completely for your scheduled drop-off appointment. **MAKE A COPY** for your records. Check the recall list @ [www.cpsc.gov](http://www.cpsc.gov)

prior to filling out this form. Place all items in boxes/bags with your last name & consignor number clearly labeled. Also label each with 1 of 2, 2 of 2 markings. Large items not fitting in boxes should be labeled with your name & consignor # on blue tape.

Consignor Name: \_\_\_\_\_ Consignor #: \_\_\_\_\_

Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_ DROP OFF APPT: \_\_\_\_\_

My CM Username: \_\_\_\_\_ Password: We will temporarily set "temp" as your pw.

**CHECK MARK YOUR CONCIERGE OPTION:** \_\_\_\_\_ EXPRESS (40%) **OR** \_\_\_\_\_ FULL (25%)

## DROP & GO CONCIERGE OPTIONS:

- EXPRESS (40% PROFIT METHOD) CONSIGNOR DUTIES:** Requires consignor to gather, clean, sort items to sell. Remember to replace batteries in toys, gear, etc. Consignor is required to freshly launder & hang clothing items according to our PREP GUIDE & ACCEPTED ITEMS LIST. Bella Kids is required to enter, price, print & tag your items into your online consignor account. We set up and organize your items in-store.
- FULL (25% PROFIT METHOD) CONSIGNOR DUTIES:** Requires consignor to freshly launder clothing and pads/covers for baby gear and clean toys. Bella Kids will prep, hang, enter, price, print & tag your items for you in your consignor acct.

**NOTE: MAX # OF CLOTHING ITEMS: 75 ENTRIES. TOTAL MAXIMUM # OF ITEMS: 100 ENTRIES.**

## COMPLETING CHART BELOW IS FOR YOUR RECORDS AND NOT REQUIRED.

INVENTORY CATEGORY	SIZE	QUANTITY
<b>CLOTHING:</b> (Count 2-4pc sets as 1 item)	NB thru 12	
<b>Diaper Bags:</b> List DESIGNER LABELS BELOW:	N/A	
<b>INFANT ACCESSORIES</b> -booties, hats, socks, etc	N/A	
<b>GIRL/BOY SHOES</b> MAX = 20 PAIRS Like New!	ANY	
<b>INFANT EQUIPMENT/BABY GEAR:</b> List brand name next to item below. Carseat: _____ Stroller: _____ Highchair: _____ Exersaucer: _____ Playgym: _____ Other: _____	N/A	
<b>TOYS/BOARD PUZZLES/GAMES</b> - (Secure pieces & tape shut.) Boxed puzzles must be new.	N/A	
<b>BOOKS:</b> MAX = 10 items per type	N/A	
<b>LARGER ITEMS</b> (EX: play table, picnic table, bookshelf, bike, toddler slide, etc.) <b>LIST LARGER ITEMS HERE:</b> _____ _____ _____  (No large furniture/crib/mattress please!)	N/A	
<b>MISC. ITEMS</b> (List items in box at right.)	N/A	
<b>*TOTAL QUANTITY = NO MORE THAN 100 ITEMS!</b>	<b>TOTAL</b>	

## LIST YOUR MISC. ITEMS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
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19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_

(Use second sheet for more space.)



**DROP & GO CONCIERGE SERVICE**  
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**CHECK MARK YOUR DISCOUNT/DONATE OPTION:**

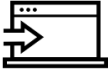


**DONATE CHOICE:** \_\_\_\_\_ YES DONATE \_\_\_\_\_ NO I WILL PICK UNSOLD ITEMS

**DISCOUNT CHOICE:** \_\_\_\_\_ YES I WANT TO DISCOUNT ITEMS ON SUNDAY (HIGHLY RECOMMEND) \_\_\_\_\_ NO DISCOUNT

**CONSIGNOR PROFIT PAYMENTS: DELUXE E-CHECKS!**

- **PAYMENTS WILL BE SENT DIRECTLY FROM US USING YOUR REGISTERED CONSIGNOR EMAIL ADDRESS!**

How do eChecks work?

		
<b>Receive &amp; retrieve</b>	<b>Print the check</b>	<b>Deposit the eCheck</b>
<small>After receiving a secure link in their email, recipients retrieve their checks from our secure online portal.</small>	<small>Using a standard printer, the recipient prints the check for deposit.</small>	<small>A Deluxe eCheck is deposited just like any other check — at a bank branch, through an ATM or using Remote Deposit Capture on a smartphone.</small>

- **E-CHECKS IS OUR NEW METHOD FOR SENDING YOUR PROFITS FAST & SECURELY.**
- **Payments will be issued within 5-10 business days from last day of sale event.**
- **Bella Kids will electronically send your profits at NO COST to you! All you have to do is PRINT & deposit check from our emailed secure link!**

By signing this document, consignor agrees to the exact number of items to be consigned with Bella Kids as listed above. This number written is the complete and correct number to be entered into the online system under consignor's account listed above. However, during the tagging process if an item does not meet our standard of, "gently used, excellent quality" the item WILL NOT be entered into the consignor's account and be donated to our charity or available for pickup with unsold items. Consignor agrees that by choosing the Concierge Option, Bella Kids has been designated by consignor to determine item's sale price, and enter given items into the consignor's online account system. Consignor agrees and understands that by choosing the Concierge option, the consignor is required to prepare items for sale using our Prep Guide instruction and drop off items during the scheduled appointment time. Consignor agrees to the stated maximum number of items allowed is 150 with a maximum number of clothing, maternity clothing, shoes, books according to the above chart. Consignor understands that Bella Kids Consignment Events of WNY is not responsible for any property that is damaged, lost or stolen during processing, transporting, before, during, or after the sales event, nor covered under Bella Kids liability insurance.

**Sales profit agreement for CONCIERGE consignors as follows: express service consignor earns 40% of total sales profits and full service concierge consignor earns 25% of total sales profits.**

Consignor Name: \_\_\_\_\_

Consignor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bella Kids Signature: \_\_\_\_\_

Title: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**CALL SHARON (Expert Tagger) WITH QUESTIONS! 716-575-KIDS OR 716-440-0524.**

**\*\*\*KEEP A COPY OF THIS FORM FOR YOUR RECORDS!\*\*\***

**TAGGER ASSIGNED: \_\_\_\_\_**



## DROP & GO CONCIERGE SERVICE (Express or Full Options) CONSIGNOR CONTRACT

In consideration for the opportunity to participate in and profit from the Bella Kids Consignment Events of WNY the undersigned Consignor acknowledges that she/he has read understands and agrees to the following terms and conditions contained in this Agreement:

1. Consignor agrees to allow Bella Kids Consignment Events of WNY to act on your behalf in order to sell any or all items checked in to a Bella Kids Consignment Event. Consignor certifies that they are the owner of, and have the legal right and full authority to sell all consigned items. \_\_\_\_\_  
**Consignor Initials**
2. Items found during the sale event without a tag will not be sold. It is the consignor's responsibility to look through the unclaimed/lost tag merchandise during pick-up. Any and all unclaimed merchandise after the sale will be donated. \_\_\_\_\_ **Consignor Initials**
3. Bella Kids will Email checks within 7-10 business days at the conclusion of the sale. Checks will be emailed to email address as provided on consignor's registration account. **Maintaining accuracy of the consignor's personal contact information is the sole responsibility of the consignor.** Consignor agrees to cash issued proceeds check within 60 days of the issue date. \_\_\_\_\_ **Consignor Initials**
4. Bella Kids will take all reasonable precautions to prevent loss, damage, and or theft of items. Consignor acknowledges the possibility of such occurrences and is choosing to proceed in consignment with Bella Kids. Consignor agrees that no claims will be made against Bella Kids or Kristi Mora for any loss, damage or theft involving items consigned at the sale. **Should any consigned items be lost, stolen, or damaged Bella Kids is not responsible to compensate the Consignor for the items.** \_\_\_\_\_ **Consignor Initials**
5. All items consigned to Bella Kids Consignment Events of WNY are at the sole risk of the Consignor. Consignor agrees that he/she shall assume and bear all risks regarding consigned items, and will hold harmless and make no claim against Bella Kids, Kristi Mora, the leaser and/or owner of space where the sales event is held, volunteers and/or paid participants, and the insurer of Bella Kids exempt from any and all liability.  
\_\_\_\_\_ **Consignor Initials**
6. Consignor agrees to release from liability and waive any and all claims for personal injury resulting from participation in Bella Kids Consignment Events of WNY, for all cause, whether foreseen or unforeseen against Bella Kids, Kristi Mora, the leaser and/or owner of space where the sales event is held, volunteers and/or paid participants, and the insurer of Bella Kids. \_\_\_\_\_ **C. Initials**
7. Consignor has the choice to donate unsold items to the Bella Kids selected charity and receive a tax donation receipt. Otherwise, items must be picked up by consignor during the communicated pick-up hour. Any items that are not picked up during the designated pick-up time, even if marked "return", will become the property of Bella Kids and will be donated. **PLEASE INITIAL CHOICE:** \_\_\_\_\_ **DONATE ITEMS AFTER SALE**  
\_\_\_\_\_ **PICK-UP ITEMS AFTER SALE**
8. Consignor has the option to include their items in the 50% off sale on the final day of the event. **(Highly recommended to sellers!)** **INITIAL CHOICE:** \_\_\_\_\_ **MARK ITEMS TO BE IN THE 50% OFF SALE** \_\_\_\_\_ **DO NOT MARK ITEMS IN 50% OFF SALE**
9. Bella Kids agrees to pay Consignor a percentage of the total sales amount for their items dependent upon the consignor's percentage option choice. **PLEASE INITIAL OPTION CHOSEN BELOW:**

\_\_\_\_\_ **"EXPRESS" CONCIERGE OPTION (40% sales profits)**

**PARTIAL CONCIERGE TERMS:** Consignors choosing CONCIERGE SERVICE agree that this arrangement requires Bella Kids representatives to process consignor's items including tagging and setting the selling price **based on the completed inventory pickup form**. Consignors are required to clean/wash items, hang clothes, prep toys, replace batteries, dewrinkle clothing AND complete inventory form prior to scheduled drop-off in order to ensure all items were collected from consignor. Consignors must package listed items in **labeled boxes with consignor's name, consignor #, AND # of bins** (ex. 2- of 2-0, 2 of 2-0 etc) for pickup. Large items not placed in boxes or bags should be labeled with consignor name and number. \_\_\_\_\_ **Consignor Initials**

\_\_\_\_\_ **"FULL" CONCIERGE OPTION (25% sales profits)**

**FULL CONCIERGE TERMS:** Consignors choosing FULL CONCIERGE SERVICE agree that this arrangement requires Bella Kids representatives to process consignor's items including tagging and setting the selling price **based on the completed inventory pickup form**. Consignors are required to clean/wash/dewrinkly ALL items, organize clothing by gender & category, replace batteries, AND complete inventory form prior to scheduled drop-off in order to ensure all items were collected from consignor. Consignors must package listed items in **labeled boxes with consignor's name, consignor #, AND # of bins** (ex. 2- of 2-0, 2 of 2-0 etc) for pickup. Large items not placed in boxes or bags should be labeled with consignor name and number. \_\_\_\_\_ **Consignor Initials**

# **BELLA KIDS DROP & GO CONCIERGE SERVICE CONTRACT (PG. 2)**

10. By appearing in a public venue as a shopper, consignor or volunteer, Bella Kids has my permission to use my image in any publicity avenue they choose. \_\_\_\_\_ **Consignor Initials**
11. Consignor understands that Bella Kids reserves the right to remove any items from the sale floor **due to poor condition, stains, odors, missing parts, improper preparation, unacceptability, and/or recall safety concerns** per CPSC standards. \_\_\_\_\_ **Consignor Initials**
12. Consignor agrees to pay a \$10.00 non-refundable, consignor registration fee and must be paid in advance. \_\_\_\_\_ **C. Initial**
13. Consignor confirms that each item offered for sale is in **full operating condition with working batteries** (if applicable) **and is not defective, broken or damaged in any way, and not subject to recall.** \_\_\_\_\_ **Consignor Initials** \_\_\_\_\_
14. It is required that all consignors follow proper preparation guidelines when gathering items to consign with Bella Kids. Bella Kids retains the right to reject any item that doesn't follow the instructions in our Consignor Preparation Guide or Welcome Email instructions. \_\_\_\_\_ **Consignor Initials**
15. Consignor confirms and agrees that they have reviewed the Consumer Product Safety Commission's (CPSC) website within 1 week of their scheduled drop off appointment to ensure that the items consigned are NOT recalled or in violation of current CPSC guidelines. Consignor testifies that to his/her knowledge, all items consigned to Bella Kids meet CPSC standards and none of the items being submitted have been recalled. \_\_\_\_\_ **Consignor Initials**
16. If selling a carseat or booster seat, consignor testifies that they are the original owner of items being submitted to Bella Kids. Consignor testifies that the carseat is less than 5 years old and has the original identification label. \_\_\_\_\_ **C Initials**
17. If selling a carseat or booster seat, consignor testifies that the item has not or never been in an automobile accident nor has it been broken in anyway. It also has all of its original or manufacturer issued parts. \_\_\_\_\_ **Consignor Initials**
18. If selling a carseat or booster seat, consignor testifies that the items has never been recalled nor is subject to recall to the best of his/her knowledge. If the item has been recalled, consignor verifies that the item has been fully corrected to meet Motor Vehicle Safety Standards. Consignor agrees seat contains all parts including padding, harness straps, clips, seat cover, shield, and bolts. Consignor confirms that the seat locking mechanism securely latches and is in proper working condition. \_\_\_\_\_ **Consignor Initials**
19. It is required that all consignors follow proper consignor instructions & guidelines when participating with Bella Kids. Bella Kids retains the right to refuse or not allow future participation in Bella Kids sale events for those choosing not to follow the Bella Kids instructions/guidelines as established. \_\_\_\_\_ **Consignor Initials**
20. Consignor sales profits will be issued and delivered via an online payment through **Deluxe e-checks** at no extra cost to the consignor. Bella Kids will email profit check to the registered email address as listed in your consignor account. Maintaining accuracy of the consignor's email address is the sole responsibility of the consignor. Profits will be delivered within 5-10 business days from the final date of the sale. \_\_\_\_\_ **Consignor Initials**
21. Consignors **MUST** be available to pickup unsold items during the designated pick up time communicated to consignors by Bella Kids on the final date of the sale. Any items that are not picked up during the designated time even if marked "Donate NO" become the property of Bella Kids and will be donated to the charity selection. \_\_\_\_\_ **Consignor Initials**
22. **AT THE END OF THE SALE**, Bella Kids will **NO LONGER** individually sort all unsold items due to the lack of time and volunteers before pickup. It will be the consignor's responsibility to go to pre-sorted areas by consignor number ranges to retrieve their unsold items. Any remaining unsold items not claimed by consignors will automatically be donated to charity. \_\_\_\_\_ **Consignor Initials**
23. **Consignors registering to possibly participate at a Bella Event automatically consent to joining the Bella Consignment Events Mobile Club using the cell/mobile number provided during the online registration process. The Mobile Club texts will be used to communicate important consignor and sale news. Consignors can always opt out as a reply to one of the automated texts.** \_\_\_\_\_ **Consignor Initials**

**FIRST & LAST NAME:** \_\_\_\_\_

**Consignor #** \_\_\_\_\_

**Consignor Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:** Each Consignor must sign the **Consignor Agreement** form when consigning items with Bella Kids. If this form is not signed, it is assumed that the Consignor agrees to the form when leaving items with Bella Kids for the purpose of consignment.