******

 ***ENCORE CONSIGNMENT BOUTIQUE***

110 S. Union Street, Alexandria, VA 22314 703.683.1756

 *CONSIGNOR GUIDELINES AND AGREEMENT*

Thank you for considering Encore to consign your special items for sale. We are seeking in-season women’s designer clothing and accessories in excellent condition and will promote and display them to find the next owner(s) for your pieces.

Clothing should be within five years of original new sale, clean and on hangers, free from stains or lint, and all buttons/hooks/snaps and zippers fastened. Please no monograms. Handbags and accessories must be presented in excellent condition with no stains and all working closures. Accessories can vary in age depending on quality and label.

Encore’s customers are looking for the following labels:

Chanel, Celine, Chloe, Prada, Hermes, Louis Vuitton, YSL, Gucci, Akris, Dolce & Gabbana, Loro Piana, David Yurman, Burberry, Givenchy, Escada, St. John, MaxMara, Black Label Ralph Lauren, Missoni, Ferragamo, Bruno Cuccinelli

We also consider:

Worth, Carlisle, Ralph Lauren, Donna Karan, Belvest, Per Se

An appointment is required to receive items for consignment. An inventory will be sent to the consignor by email itemizing each item and the price to be sold. We price items one-third to one-half of original retail prices. From Encore’s price, weekly promotional percentage sales are conducted for another 10% to 20%, with super specials at 30%. Mark-downs are also made after 30 and 60 days an item is still in the store – prior to the weekly sale special.

Consignors receive 40% of the final sales price and payment checks are mailed the 15th of the month following a month’s close. A $3.00 per item handling fee is deducted for each item sold. Checks must be cashed within 60 days and checks are not mailed if under $25.00.

Encore cares for your items while under consignment, however is not responsible for fire, theft, or any damage that may occur. We consign items for current seasonal use. Clothing is kept in the store for a maximum of 90 days and accessories are kept for 90 to 120 days. You may pick up your items at any point during the consignment period. If you wish to have your unsold items returned, you will be responsible for contacting us to pick up your unsold items at the end of your consignment period. You may also elect to have them donated and request a donation receipt for your files.

In agreement of terms above, please sign below:

Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preference for disposition of unsold items:

\_\_\_\_\_\_ Donate \_\_\_\_\_\_ Will Reclaim with my responsibility to contact Encore before the pick-up date

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ENCORE CONSIGNOR** # \_\_\_\_\_\_\_\_\_\_

 (to be completed by Encore staff)

**THANK YOU!**

8/16/2019