

*Encore Boutique*  
*Women's Luxury Consignment*

119 South Fairfax Street, Alexandria, VA 22314 703.683.1756

CONSIGNOR GUIDELINES AND AGREEMENT

Thank you for choosing Encore Boutique to consign your special items. We sell women's designer clothing and accessories in excellent condition and during the current season. Promotions are through in-Boutique displays and personalized selling as well as on our website and social media platforms to maximize exposure.

Apparel should be within five years of original new sale, in new or like-new condition, clean and on hangers. There should be no monograms or other personalized accents. Jewelry and accessories can vary in age depending on quality and label. Handbags must be in excellent condition for consideration. All designer handbags sold in the Boutique are authentic. If a high-designer handbag is not able to be authenticated through an original receipt, it will be required to be authenticated externally.

Among designer luxury labels, we accept the following: Chanel, Prada, Hermes, Louis Vuitton, Valentino, YSL, Gucci, Akris, Dolce & Gabbana, Loro Piana, David Yurman, Moschino, Proenza Schouler, Piazza Simpione, Armani, Christian Dior, Jimmy Choo, Etro, Burberry, Givenchy, Escada, St. John, MaxMara, Celine, Chloe, Black Label Ralph Lauren, Missoni, Ferragamo and Bruno Magli. We will also consider: Eileen Fisher, Lafayette, J. McLaughlin, Kate Spade, Calvin Klein, Veronica Beard, Carlisle, Ralph Lauren

Once items are accepted and catalogued, an inventory list will be sent to the consignor via email detailing each item and its initial price. The Boutique establishes consignment pricing based on current marketplace trends. Apparel is kept in the store for a maximum of 90 days. Accessories are kept for 90 to 120 days, or more, upon consultation with the consignor. Apparel items are routinely discounted once or twice during the 90 day consignment period, and accessory items are discounted on a per item basis. Weekly promotional sales are also offered. We request that during the 90-day consignment period, you consign exclusively with us and not simultaneously through other consignment platforms.

Consignors receive 50% of the final sales price and payment checks are mailed the 15<sup>th</sup> of the month following a month's close. Checks must be cashed within 60 days and checks are not mailed if under \$25.00. A \$3.00 per item handling fee is deducted for each item sold. If external authentication is necessary for specific items, the exact pass-through cost will be deducted from the consignor's account. All work to conduct this effort will be handled by Encore staff on behalf of the consignor.

Encore cares for your items while under consignment, however is not responsible for fire, theft, or any damage that may occur. At the end of your consignment period, if you wish to have your unsold items returned, please contact Encore to schedule a pick-up appointment. You may also elect to have them donated and request a donation receipt for your records.

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!*

10/24/2021