

CONCIERGE SERVICE CONSIGNOR DROP-OFF FORM



WOMEN'S UPSCALE CONSIGNMENT

Name: _____
 Consignor #: _____ Phone: _____
 EMAIL: _____
 MY CM USERNAME: _____

CONCIERGE DROP OFF DIRECTIONS:

1. Fill out this form completely for your scheduled drop-off appointment. **MAKE A COPY** for your records.
2. Place all **NON-HANGING** items in bags with your last name & consignor number clearly labeled.
3. Keep clothing on hangers, grouped in batches by category (ie, bottoms, shirts, workout, dresses, etc)

DIRECTIONS: Count ALL items and fill in quantity below. Then Individually list any DESIGNER labels with retail price paid.

INVENTORY CATEGORY	DETAILS	QUANTITY
<p>WOMEN'S & JUNIOR CLOTHING: SPRING/SUMMER SALE: accepting seasonally appropriate items. NO winter gear, fabrics, or prints.</p> <p>FALL/WINTER SALE: accepting seasonally appropriate items. NO winter gear, fabrics, or prints.</p>	We accept Juniors up to Size 22.	
<p>SHOES/SANDALS/BOOTS SPRING/SUMMER SALE: accepting seasonally appropriate items. NO winter boots.</p> <p>FALL/WINTER SALE: accepting seasonally appropriate items. NO sandals.</p>	New or LIKE new only.	
<p>DESIGNER HANDBAGS LIST IN THIS BOX W/ PRICE PAID: Ex. Kate Spade white clutch \$225</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <p>(Use box at right for additional items.)</p>	N/A	
<p>BEAUTY: perfume, candles, soaps, lotion, hair care etc</p>	NEW ONLY*	
<p>ACCESSORIES -Sunglasses, belts, jewelry etc</p>	NEW ONLY*	
<p>HEALTH/ WELLNESS: Fitness items, inspirational books, journals, & cookbooks.</p>	NEW ONLY*	
<p>TOTAL QUANTITY CAN BE NO MORE THAN 150 ITEMS!</p>	TOTAL QUANTITY	

***New only unless designer label.**

LIST YOUR DESIGNER CLOTHING & SHOES BELOW:

EX. Michael Kors black dress \$185

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

DESIGNER HANDBAGS CONT.:

6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

INITIAL YOUR DROP-OFF CHOICE:

_____ **Tagger's House**
 _____ **In-Store Drop & Go Appointment**

Time & Date of Appointment: _____

CONCIERGE CONSIGNOR DROP-OFF FORM (PAGE 2)

Name: _____

Consignor #: _____

CHECK MARK YOUR DISCOUNT/DONATE OPTION:

INITIAL DONATE CHOICE: _____ YES DONATE _____ NO I WILL PICK UNSOLD ITEMS

INITIAL DISCOUNT CHOICE: _____ YES I WANT TO DISCOUNT ITEMS ON SUNDAY (RECOMMENDED) _____ NO DISCOUNT

YOUR PAYMENT OPTION:

PAYPAL IS OUR SOURCE FOR SENDING YOUR PROFITS FAST & SECURELY.

- Fill in your PAYPAL email address below & Bella Kids will electronically at no cost to you.
- Complete the email address below for payment after the sale. Payments are completed within 7-10 business days from last day of sale event.

_____@_____ .COM

(Please Print Clearly!)

Concierge consignors also known as Drop & Go Concierge Consignors agree to the sales profit agreement as stated in which this type of consignor earns 30% of total sales profits.

CONCIERGE CONSIGNOR DUTIES: Requires consignor to gather, clean, sort items to sell. Consignor is required to freshly launder, hang & press clothing items according to our CONSIGNOR WELCOME KIT & PREP GUIDE.

BELLA KIDS DUTIES: Bella Kids is required to enter, price, & tag your items into your online consignor account using our pricing guidelines. Bella Kids will organize your items in-store.

By signing this document, consignor agrees to the exact number of items to be consigned with Bella Chic as listed in above chart. The 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 brand name standard or our requirement 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 Chic 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 Concierge Welcome Kit instructions and drop off items during the scheduled appointment time. Consignor agrees that their Individual Profits will be distributed through Paypal at a 30% profit rate on sold items. Consignor understands that Bella Chic 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 Chic liability insurance.

Consignor Name: _____

Consignor Signature: _____

Date: _____

Bella Chic 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!*****



CONCIERGE CONSIGNOR CONTRACT

Name: _____

Consignor #: _____

In consideration for the opportunity to participate in and profit from Bella Chic: Pop-Up Consignment Sales, 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 Chic to act on your behalf in order to sell any or all items checked in to a Bella Chic store or drop off location. Consignor certifies that they are the owner of, and have the legal right and full authority to sell all consigned items. _____ **C 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 Chic 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 Chic. Consignor agrees that no claims will be made against Bella Chic 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 Chic is not responsible to compensate the Consignor for the items.** _____ **Consignor Initials**
4. All items consigned to Bella Chic 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 Chic, Kristi Mora, the leaser and/or owner of space of event, volunteers and/or paid participants, and the insurer of Bella Chic 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 Chic for all cause, whether foreseen or unforeseen against Bella Chic, 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. _____ **Consignor Initials**
7. Consignor has the choice to donate unsold items to the Bella Chic 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 Chic and as a result 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!)**

PLEASE INITIAL CHOICE: _____ **MARK ITEMS TO BE IN THE 50% OFF SALE** _____ **DO NOT MARK ITEMS IN 50% OFF SALE**

9. Bella Chic 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:

_____ **CONCIERGE OPTION (30% sales profits)**

CONCIERGE TERMS: Consignors choosing CONCIERGE SERVICE agree that this arrangement requires Bella Chic representatives to process consignor's items including tagging and setting the selling price **based on consignor's completed inventory pickup form**. Consignors are required to clean/wash items, hang clothes, prep items 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/bags 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.

10. By appearing in a public venue as a shopper, consignor or volunteer, Bella Chic has my permission to use my image in any publicity avenue they choose. _____ **Consignor Initials**
11. Consignor understands that Bella Chic 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 CSPC standards that may have been missed during drop off. _____ **Consignor Initials**

CONCIERGE CONSIGNOR CONTRACT (pg.2)

Name: _____

Consignor #: _____

12. Consignor agrees to pay a \$12.00 non-refundable, consignor registration fee and must be paid in advance when creating consignor online account. _____ **Consignor 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. Consignor confirms that each Designer item offered for sale is in fact authentic and purchased from an authentic retailer and is **not defective, fake, or damaged in any way.** _____ **Consignor Initials**

15. It is required that all consignors follow proper preparation guidelines when gathering items to consign with Bella Chic. Bella Chic retains the right to reject any item that doesn't follow the instructions in our Welcome Kit Email instructions. _____ **Consignor Initials**

16. It is required that all consignors follow proper consignor instructions & guidelines when participating with Bella Chic. Bella Chic retains the right to refuse or not allow future participation in Bella Chic sale events for those choosing not to follow the Bella Kids instructions/guidelines as established. _____ **Consignor Initials**

17. Consignor sales profits will be issued and delivered via an online payment through Paypal at no extra cost to the consignor. Bella Kids will send the payment the email address listed on consignor drop off checklist. Maintaining accuracy of the consignor's Paypal email address is the sole responsibility of the consignor. Profits will be delivered within 15 business days from the final date of the sale. _____ **Consignor Initials**

18. Consignors MUST be available to pickup unsold items during the designated pick up time communicated to consignors by Bella Chic 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 Chic and will be donated to the charity selection. _____ **Consignor Initials**

19. AT THE END OF THE SALE, Bella Chic will allow consignors to pickup unsold items in pre-sorted areas of the store. It will be the consignor's responsibility to go to pre-sorted areas by consignor number ranges to retrieve their unsold items as listed on consignor tags. Any remaining unsold items not claimed by consignors will automatically be donated to charity. _____ **Consignor Initials**

PRINT FIRST & LAST NAME: _____

Consignor # _____

Consignor Signature _____

Date: _____

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