

The Woman's Exchange
of Monmouth County

32 Church Street, Little Silver, NJ 07739

Phone: 732-741-1164 Fax: 732-741-6474 E-mail:

www.TheWomansExchange.com

RULES FOR CONSIGNORS

1. Each consignor will have a number. All merchandise to be consigned must be accompanied by an inventory list and each item must be listed with its cost price. No merchandise will be accepted for consignment without a list. If appropriate please attach washing instructions suitable to accompany a purchase. If you would like a duplicate inventory list returned to you by mail, a self-addressed stamped envelope must be enclosed with each shipment.
2. Consignor merchandise will be handcrafted and/or hand embellished to be considered for consignment.
3. The Exchange is not responsible for loss due to damage, fire or theft.
4. The consignor fee is \$ 25.00 per year and is due with the 1st delivery. Subsequent annual consignor fees will be deducted from the January consignor check unless prior arrangements are made.
5. All items to be consigned must be approved by the Merchandising Committee before being accepted.
6. Consignors will be paid after the first of the month for those articles sold during the preceding month. No consignor will be paid in advance of his/her articles being sold.
7. It is the policy of the Exchange not to allow one consignor to duplicate the work of another without first consulting the Exchange.
8. Consignors desiring their articles returned by mail or UPS must take all risks and all charges will be deducted from their next consignor check.
9. We reserve the right to request that a consignor promptly removes his/her merchandise from the shop. If the consignor does not make arrangements to remove such merchandise within three (3) months, the merchandise becomes the property of the Exchange and will be donated to a local charity.
10. We prefer that no merchandise be withdrawn between November 1st and January 2nd.
11. Consignors should immediately notify the Exchange of any change of address.
12. When a consignor receives a request for merchandise and cannot comply, he/she should notify the Exchange immediately.
13. The consignor price represents 60% of the retail price of the merchandise. The remaining 40% goes to the Exchange. Profits that are not used to operate the store are donated to charities chosen by the Board.

Name _____ Consignor Number _____

Address _____ Town _____

State _____ Zip code _____ E-mail _____

Phone (h) _____ (w) _____ Fax _____

Signature _____ Date _____ Fee Paid _____