

GENERAL GUIDELINES

CONTRACTUAL OBLIGATION

- Every consignor must fill out and sign a contract each time he/she consigns agreeing to the terms and conditions on the back of the contract. Contracts are available on our web site and in the Shop.
 - **Please carefully read the information printed on the back of your Consignment Contract. Every effort is made to accommodate our customers but The Guild Shop has certain policies and procedures which apply at all times.**
 - The consignor receives 2/3 of the sale price of each item sold.
- Checks will be issued on the 15th day of the month for items sold in the previous month. You may pick up your check at the Shop through the end of the month. Checks that are not picked up by the last day of the month will be mailed to you.
 - A minimum of \$15.00 must be realized for a check to be issued.

CONDITION POLICY

- All items brought in for consignment or donation must be in good condition, clean, unstained, in style and in season. Items which do not meet these criteria will not be accepted and will be donated or discarded at the discretion of The Guild Shop.

PRICING POLICY

- The Guild Shop determines the price of your item(s) but welcomes your suggestions and any information you have of the item's value.
 - The minimum price that can be assigned to a consigned item is \$4.50.

MARK DOWN POLICY

- All merchandise is reduced at a regular schedule until it reaches the final markdown, at which time it becomes impounded, which means that the consigned item is the property of The Guild Shop. Items impounded at \$ 100.00 or more will be re-priced on the consignor's account. Consignors are responsible for knowing which markdown schedule is applied to their consigned item..
- Holiday items may be marked down after the holiday prior to the scheduled markdown period.

RECLAIMING CONSIGNED ITEMS POLICY

- A consignor may **not** reclaim any item originally priced at \$59 or less. Items originally priced at \$60 or more may be reclaimed within 90 days of being priced at a handling fee of 10 percent of the original ticket price. It is the responsibility of the consignor to keep track this 90 day period.

**All consignments are accepted
subject to the discretion of The Guild Shop.**