

Name: _____ Primary Phone: _____
Address: _____ Email: _____
Account #: _____

CONSIGNMENT AGREEMENT

1. The Courtyard is a donation/consignment shop operated for the benefit of Wellness House. Wellness House is a charitable Organization pursuant to Internal Revenue Code Section 501(c)3.
2. The Courtyard accepts items for consignment and donation after preapproval on designated dates and times only. All items must be preapproved through the submission of photos to merchandise@wellnesshouse.org along with a completed Inventory Form. Photos must be of good quality, low resolution and attached as Jpegs to the email. We are unable to accept photos through other platforms. Descriptions should be complete and include, at a minimum, dimensions, manufacturer, number of pieces, and prior purchase price if known.
3. Consignors will drop off or arrange delivery of their preapproved items at the designated time and date. Items may or may not be inspected at that time, but all items will be reviewed within 48 to 72 hours. A completed Inventory Form with final pricing will be provided to the Consignor on the day of delivery if available or sent to the Consignor at their email address or home address. All items and boxes must be clearly marked with Consignor name.
4. All items must be clean, in good condition and where applicable in good working order. Each item is subject to inspection by The Courtyard staff. The Courtyard retains the right to refuse any item(s) for any reason. If items are deemed unacceptable, the consignor will be notified and must pick up these items within 48 hours or they will be considered donated.
5. The Courtyard will establish all pricing at their discretion based on age, brand name, condition and current market values.
6. Consignor warrants and represents to The Courtyard that Consignor's title to the item is marketable and that Consignor has the right and authority to convey title to the items.
7. Consignor agrees to leave the item with The Courtyard for 60 days ("the consignment period"). During the first 30 days, it will be sold for the original price and after 30 days, there will be a price reduction of 15%. The consignment period begins on the day of delivery unless further research on pricing is required.
8. All items are subject to sale by bid during the last 10 days of the consignment period. The Courtyard will contact Consignor for approval or rejection of bids. The Courtyard will not accept or approve any bid without verbal approval from Consignor.
9. Upon sale and receipt of payment in full from the purchaser, Consignor agrees to donate 50% of the actual sale price to Wellness House. The remaining 50% will be sent to Consignor by check via USPS mail. Checks are mailed once per month for all items sold the previous month. A handling fee of \$1 will be deducted from each check issued.
10. Items that remain unsold at the end of the consignment period may be donated to Wellness House or reclaimed. Letters for donations are sent annually by January 31st of each year for the prior year's donations for tax purposes. If Consignor wishes to reclaim any items, arrangements must be made in advance to pick up the items within 3 days after the end of the Consignment Period. This date will be noted on the completed Inventory Form. The Consignor is responsible for obtaining this date if not originally noted on the form. Consignors may call to check on the status of their items, but The Courtyard will not call Consignor to remind them of the need to pick up their unsold items. All items not picked up within 3 days will automatically be considered a donation. No exceptions can be made.
11. Consignor is responsible for notifying The Courtyard of any changes in account information such as mailing address, telephone number and email address. This notification must be in writing. Email is acceptable.
12. **Consignor acknowledges and agrees that all items are consigned to The Courtyard at Consignor's own risk. The Courtyard and Wellness House are not responsible for any loss or damage to the item(s), including but not limited to loss or damage due to fire, theft, breakage, or any other foreseeable or unforeseeable circumstances.**

I AGREE AND ACCEPT ALL OF THESE TERMS AND CONDITIONS

Consignor's Signature

Date

Consignee/The Courtyard

Date

For Office Use Only: Liberty _____ CC _____ Scanned _____
Revised 7/18/20