

The Courtyard Consignment Inventory Form Move-In Date: _____

Name: _____ Phone: _____

I am a new Consignor If not, Account # _____ Consignment? Donation?

Courtyard Use Only	Consignor: Please complete sections below. Send with Photos to merchandise@wellnesshouse.org	Courtyard Use Only
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Item#	Code	Dimensions	Description	Brand Name	Price
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Please note: Only enter preapproved items. Do not bring additional items to your move-in appointment! Due to space and time limitations, they cannot be accepted.

I have read and signed the Consignment Agreement Form and understand that final pricing is determined by The Courtyard staff. I understand that my items will be ready for reclaim on _____ (60 days after the consignment date). I understand if I want to reclaim them, I must call the Courtyard to make arrangements in advance to pick them up within 3 days of this date. I understand that any items not reclaimed within this timeframe will automatically be considered donated and I will receive a donation letter in January of next year. No reminder phone calls will be made. Sorry, no exceptions can be made.

Signature: _____ Date: _____

Office Use Only: Received and Priced/Inspected by: _____ Date: _____