



## Montage Consignment Boutique Consignment Information


*Our goal is to take all the confusion and headaches out of the consignment process. That is why our consignment process is simple and efficient. Unlike most consignment stores Montage does not charge consignors any upfront fees nor do we require them to make an appointment. It comes down to the fact that most women want to make more room in their closets and if they can get money for their items that's great. We are here to make it simple for you and at the same time try to get you the most return on your items. Bring in the items you are not wearing anymore, and we will try to get the most money we can for your items and you will receive 50% of the sale. **Even better - Items priced at over \$100 - Consignors received 60% of sale.** The items we are unable to sell will either be donated or returned to the consignor.*


### **The Consignment Process:**


- Go through your closets, drawers, jewelry boxes, etc., & pick out items that you find yourself not wearing.
- Throw the clothes in the washer, clean up the shoes, polish any jewelry, etc.
- Go to MontageTreasures.com and print out the necessary forms. New consignors will need to have a completed contract when dropping off and anyone wishing to indirectly price their own items will need to have a completed item list as well. Keep in mind, consignors are only allowed to drop off up to 40 items per even month.
- Fill out any necessary paperwork and fold your items neatly in a bag (\*No Trashbags\*) or leave them on hangers.
- NOTE: **We only accept items on even months: 2 - February, 4 - April, 6 - June, 8 - August, 10 - October, and 12 - December.** The only exception to this is jewelry, which may be dropped off anytime. **Fall/Winter** items accepted in **Aug, Oct & Dec.** **Spring/Summer** items accepted in **Feb, April & June.** (Evening gowns are **ONLY** accepted in February)
- Your first drop off is FREE! - if you like the way we work and want to continue consigning with us you will need to pay a ONE TIME fee of \$10.00 in the form of cash or check.
- **How to find out if you have made any money:** Visit MontageTreasures.com - Click on "Consignor Login" - From there click on "Log Into Your Account" - You will be redirected to another website where you will enter the State = VA. The store = Montage Boutique, Your ID = The consignor number you were assigned by Montage, and your last name. It may take up to one week to view your items after dropping off - if after one week you are still unable to log into your account it may be because we were unable to read your handwriting and may have your last name spelled different in your account. If this is the case please call us at 804-794-3697. To pick up a check, simply drop by the store anytime during our regular business. However, Only the owner is authorized to write checks and she may not always be in the store which is why we strongly encourage consignors to send us a text message with your full name and consignor number giving us 24-hour notice so that we can have it ready for you. (804-921-6709)


 **If your item does not sell:** it will be either be donated or returned to the consignor. When filling out the paperwork the consignor chooses to have their items either donated or returned. **Choosing Donate** means items we were unable to accept and/or items that did not sell on our sales floor will be donated. (A receipt for your donated items can be provided upon request for tax purposes.) **Choosing Return** means you want to pick up any items that did not sell on our sales floor. You are responsible for picking up your items within one week after the item's end date which is visible online under your account. Any items not picked up within one week of the end date WILL be donated. If you are unable to make it within that week you will need to make arrangements to pick them up early.

 **Change your mind & would like your items back?** Give us a week's notice & we will have them available for you to pick up.

 **Pricing:** As you will see in the paperwork, consignors have the option of indirectly pricing their items if they wish to do so. We price the items at around half the price you have listed in the retail column. Items valued at \$100 + you may note on your item list how much you would like to receive for that item (For example, David Yurman bracelet - you may write next to the item description, "Want at least \$150") However, it is perfectly fine if you prefer us to price your items. In this case, we price items based on perceived value or what similar items are going for online. The items are then marked down according to the following schedule: First 15 days = Regular price :- After 15 days = 30% off :- After 30 days = 50% off :- After 45 days = 70% off :- After 60 days = The items will be donated or returned to the consignor. You can see what your items are priced at through your account online - this includes the items corresponding markdown price. If you are unhappy with what an item is marked down to then it is your responsibility to give us 24 hour notice of your intent to pick up that item or items.

 **Items that we do not accept include:** Wedding dresses, Knock offs, Sleepwear, & Promotional wear (Ex: Myrtle Beach tee shirts).

 **Have a question/issue not covered here** - Simply come by the store & fill out one of our Consignor Request Forms. This is the **ONLY** way to request account summaries, having checks mailed, receiving donation receipts and/or making any change on your consignor contract.

 **Last But Not Least:** It is important that you look over your items to make sure that they have been freshly laundered and shoes and jewelry cleaned up so they show no signs of wear. ANY item showing ANY signs of wear will **AUTOMATICALLY** be donated or returned. **Detail your things as you would a car you want to sell. Make your things desirable and you will make money.**

**Montage Consignment Boutique Consignor Contract**

Consignment Number: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_

Items unable to sell: Returned: \_\_\_\_ Donated: \_\_\_\_ (Unsold items will automatically be donated if a choice is not made)

**THE IMPORTANT MUST READ FACTS BEFORE LEAVING ANY ITEMS ON CONSIGNMENT:**

- 🕒 If you are dropping items off you **MUST** sign in on our Consignor Check In form available at our front desk - You are forfeiting ownership of all items dropped off by not doing so.
- 🕒 Items **MUST** be free of ANY damage AND **FRESHLY LAUNDERED** (with no signs of wear, such as holes, smells, fading, pilling, stains, pet hair, picks, even dirt on the bottom of shoes, etc.) When items do not fit these criteria they will **AUTOMATICALLY** be donated that day.
- 🕒 The consignor receives 50% of the profit from each item sold - Unless the item is priced over \$100.00 - when this is the case the consignor will receive 60% of the sale or their "Stipulated price" which is listed by the consignor on the consignor's item sheet.
- 🕒 Prices are determined by Montage which is usually around half the retail price you list on your itemized form, however if no price is listed or you choose to not fill out an item list - we still do our best to research its general retail price so that it is priced accordingly. NOTE: when researching items for pricing purposes, often the only prices available on the Internet are what they are selling for on popular online selling outlets like Ebay, Etsy, etc. Therefore, if you have an idea of what you paid for an item or you have a general expectation of what you would like for an item - make sure you note that on your form and follow it on your account - **otherwise do not complain about how much you received for a sold item.**
- 🕒 Items may be marked down at the discretion of Montage to help facilitate sales.
- 🕒 Although we do our best to take care of all items left with us, it is important to note that Montage is not responsible for your items.
- 🕒 Please do not be discouraged if you do not make a lot of money right away & please do not be offended if we are unable to sell your items. Some consignment stores fit certain people better, If your items do not sell at Montage it does not mean that they would not sell at another store.
- 🕒 It is the consignor's responsibility to stay updated on any money made, the status of their items, and any policy changes through our website.
- 🕒 Checks will not be written for less than \$10.00 unless you no longer have any items left on consignment.
- 🕒 The **ONLY** way to request account summaries, changes on your contract, having checks mailed and/or receiving donation receipts is to fill out one of our Consignor Request forms in the store.
- 🕒 It is your responsibility to inform us of any changes regarding your name, phone and/or address.

**By signing below you acknowledge that you have carefully read the consignment policy & contract for Montage Boutique and understand that Montage is not responsible for any items left on consignment and cannot be held responsible for theft or damage.**

Date: \_\_\_\_\_ Consignor Signature: \_\_\_\_\_

\*\*\*\*\* (You are forfeiting ownership of any items dropped off by not signing on the above line)