

## Consignment Agreement

### Top Shelf Menswear – *Consignments of Distinction*

300 Bridge Street, New Cumberland, PA 17070 ♦ (717)770-2080 ♦ [www.topshelfmenswear.com](http://www.topshelfmenswear.com)

Name: \_\_\_\_\_ Account # \_\_\_\_\_

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

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

E-mail\*: \_\_\_\_\_ Phone: \_\_\_\_\_ ☐ Home ☐ Cell

(\*Email is our primary method of communication and is for use by TSMW only )

★ TSMW reserves the right to choose the garments to be accepted for resale in our store. Clothing must be of current style, absent of flaws, and freshly laundered & pressed or dry-cleaned and presented on hangers to be evaluated for resale. We will ensure that all selected items will be properly displayed to expedite a sale.

★ We ask that you wait while we go through this initial screening of your garments. Items not accepted should be taken with you. If you are unable to remain during evaluation, you agree that you will collect unaccepted garments within 7 days of drop-off, or the items will be donated to a charity selected by TSMW. Initial \_\_\_\_\_

★ Consignors receive 40% of the selling price, or 50% if store credit is accepted as payment. You may call for an update on your account activity at any time. You may collect your earnings at TSMW beginning the first of the month AFTER your consignment period expires. We will pay cash up to \$50, or by check on the spot for amounts exceeding \$50. You may request that a check to be mailed for a \$2 fee. I prefer payment by: ☐ **Cash/Check (40%)** ☐ **Store Credit (50%)**

★ Pricing of items, discounts and promotions are at the discretion of TSMW and could be subject to routine markdowns and/or coupons and special sales.

★ Please allow up to two weeks for processing of your items. Consignment period is 90 days and begins on date items are processed into our system. **Note: the consignor must take responsibility for tracking the consignment end date -- a reminder will not be sent.** After 100 days, unclaimed garments become the property of TSMW and may be donated to a local charity or sold at our discretion. Initial \_\_\_\_\_

★ Consignor may collect unsold items within 10 days after consignment end date and is responsible for collecting their unsold items from the sales floor. Staff assistance to pull items may incur a fee.

★ The consignor certifies ownership, or that he/she is acting on behalf of the owner, and has the right to offer for sale, all items.

★ Top Shelf Menswear will take care to safeguard your property. However, we are not responsible for loss or damage to consigned items in the case of theft, fire or natural disaster. Consigned items left at Top Shelf Menswear are left at the risk of the consignor.

***I have read and agree to all of the above policies and terms of the agreement.***

X \_\_\_\_\_ X \_\_\_\_\_  
Consignor Date for TSMW Date

**Number of items to be consigned: (For completion by TSMW staff)**

|             |                  |                   |                |             |             |              |             |
|-------------|------------------|-------------------|----------------|-------------|-------------|--------------|-------------|
| Suits _____ | Sportcoats _____ | Shirts _____      | Sweaters _____ | Pants _____ | Jeans _____ | Shorts _____ | Coats _____ |
| Ties _____  | Belts _____      | Shoes/Boots _____ | Other _____    | Other _____ |             |              |             |