

Consignment Agreement

Expiration Date: _____

To be completed by staff

Date received: _____
Receiving staff: _____
Entered into Liberty: _____
Complete list: _____
Email sent? _____

Evolution Home
6239 Shields Avenue
Alexandria, Virginia 22303
www.evolution-home.com
consign@evolution-home.com
703-519-1911

Customers may go to our website to make an appointment for small items online at <http://evolution-home.com/consign/>. Evolution Home reserves the right to accept or decline any consignment item. All consignment items must be "floor ready"—clean and free of dust or stains and in a desirable condition and quality for resale. Please consult our list of items we do not accept.

Consignors must email or bring in photographs of furniture to be approved for consignments. Once Evolution Home has agreed to accept items for consignment, the consignor will deliver the consigned items at a date and time mutually agreed upon. A **maximum 15 items** may be brought in once a month; an inventory list of all items must be included. **Consignors must give the shop 48-hour notice before bringing in furniture.**

All items will be cataloged and numbered with a consignor ID number and stock number, and an inventory list will be emailed to the consignor. Evolution Home must be notified promptly if the consignor has any concerns involving this inventory.

Initial

Evolution Home is not responsible for lost, damaged, or theft of any consigned item. The consignor hereby releases Evolution Home, its employees, and owners from any and all liability for the damage or theft of all consigned items.

Initial

Evolution Home agrees to pay the consignor 50% of the selling price. Should Evolution Home determine a repair is required for the consigned item(s), the consignor agrees to: (a) sign a consignment repair form, and (b) pay a \$50 repair fee before the item(s) will be accepted. If the repair is determined to cost more than the \$50 repair fee, the consignor will be notified within 2 business days of any additional payment due prior to the scheduled repair.

After 30 days, Evolution Home will automatically discount items by 10%. After an additional 30 days, a final discount of 10% will be taken. **Evolution Home may discount any item by an additional 10% at any time during the 90-day consignment period if needed to make a sale.** Consignors may pick up consigned items at any time during the 90-day consignment period. **Any items removed must be signed out of the Evolution Home consignment inventory.**

Initial

It is the sole responsibility of the consignor to remember his or her 90-day deadline and pick up the consigned merchandise **before** the pick-up date noted on the emailed inventory list. **Evolution Home does not notify consignors when their merchandise sells or when their pick-up date is approaching or past. Merchandise left longer than the pick-up date is forfeited and becomes the sole property of Evolution Home.**

Initial

Consignors wishing to pick up their unsold items must do so **Tues.-Fri. only** and bring their own packing supplies. **Please allow yourself enough time to find and pack your items.**

Checks will be sent to consignors the month following the end of their 90-day consignment period.

Consignor name (please print)

Date of consignment

Signature of consignor

Email address of consignor

Street address

City, state, zip code

Phone number

Consignors may track their sales at www.evolution-home.com/consignor-login/

EH 001-
revised
1/25/18

Item List (please describe your items with any helpful info – year, manufacturer, metal type, artist, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Consignment team member's or representative's signature indicating final approval: _____

Consignor's signature indicating acceptance of inspection finding: _____

Items We Do NOT Accept

Electronics – Appliances – Clothing– Florist vases –Dried or plastic flowers -Promotional items with logos – Furniture made out of particle board or MDF – Stuffed animals or dolls –Records, cassettes, VHS tapes – Lamps without shades – Tarnished silver – Board games or puzzles – Books (except coffee table books or rare books) – Baby furniture – Stained linens – Taxidermy items – Collectors plates – Sets of stemware or china in odd numbers – Items that need to be assembled– builder-grade chandeliers