

## EVOLUTION HOME CONSIGNMENT AGREEMENT

To be completed by staff

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

6239 Shields Avenue  
Alexandria, Virginia 22303  
[www.evolution-home.com](http://www.evolution-home.com)  
[consign@evolution-home.com](mailto:consign@evolution-home.com)  
703-519-1911

Expiration Date: \_\_\_\_\_

Customers may go to our website to make an appointment for small items at <http://evolution-home.com/consign/>. Evolution Home reserves the right to accept or decline any consignment item. Additionally, Evolution Home reserves the exclusive right to sell selected consignments on our online e-commerce store. All consignment items must be "floor ready"—clean and free of dust or stains and in a desirable condition and quality for resale. 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 an agreed upon repair fee before the item(s) will be accepted. Please consult our list of items we do not accept.

**Consignors must email photographs of furniture to be approved for consignment.** If items are approved, an email will be sent with further instructions regarding pickup/delivery. A **maximum of 15 items** may be brought in once a month; and an inventory list of all items must be included. **Consignors must give the shop 48 hours notice before bringing in furniture. Consignors may not post items on any buy/sell/trade sites while they are concurrently in Evolution Home's possession. A retrieval fee of 25% of the original listed price will apply for any furniture or large rug pickup before 61 days on consignment.** Any items removed must be signed out of the Evolution Home consignment inventory with a staff member.

All items will be cataloged and numbered with a consignor ID number and item 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 the loss, damage, 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. 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 are required to participate in all special sales throughout the consignment period.

Initial

It is the responsibility of the consignor to remember their 90-day deadline and pick up the consigned merchandise on or **before** the pick-up date noted on the emailed inventory list. **Evolution Home does not notify consignors when their merchandise sells and expiration reminders are not guaranteed. Please use our consignor login feature on our website to track your sales. Merchandise left longer than the pick-up date is forfeited and becomes 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 mailed 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

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
City, State, zip code

Consignors may track their sales at [www.evolution-home.com/consignor-login/](http://www.evolution-home.com/consignor-login/)  
Password= email address

**EH 002**  
**Revised 1/11/19**

**Item List (please describe your items w/any helpful info – year, manufacturer, metal/wood 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 or children's furniture – Stained linens – Taxidermy items – Collectors plates – Sets of stemware or china in odd numbers – Items that need to be assembled – Builder-grade chandeliers - Beds**