

Consign and Design  
(west leb creative llc)  
35 Main St.  
West Lebanon, NH 03786

## Consignment Agreement

(Please initial each line item, and fill out the information below)

1. **50%** of the selling price of each item that sells shall be paid to the seller, at or before the time of the contract expiration, payments before the contract expiration are made by management discretion.
2. West leb creative llc assumes **no responsibility** for the **loss of destruction** of any items. Additionally west leb creative llc assumes **no liability** regarding items left for sale.
3. Seller agrees to give a minimum of **2 day notice** before pickup of any unsold items to be prepared.
4. **The responsibility of transportation, delivery and/or pickup of items is the Seller's.**
5. Items must arrive in **sellable condition**, any additional cleaning, or repairs, will be a cost to the seller, and deducted from any Seller commissions.
6. Renewability: This consignment agreement is renewable **ONCE ONLY**. Maximum consignment length is 120 days. Renewability is at the discretion of Consign and Design - **It is not automatic.**
7. Pricing: Consign and Design does all of the pricing, on the consigned items, using "like comparisons," market trends and local interest. All consignments are subject to markdowns. Typically we will markdown 10-20% at the 30 day mark, and an additional 10-25% at the 45 day mark.
8. Consignment check are issued at the **end** of the contract period or extension when relevant. It is the responsibility of the seller to pickup any consignment checks and to email advanced notice when you wish a check to be issued. If necessary a **check can be mailed at the cost of \$1.00 from the seller.**
9. All unclaimed consignment payments will be voided six months after agreement expiration.
10. Record keeping, follow-up calls and correspondence: It is the responsibility of the seller to maintain any records of consignments and call to confirm sales, pickups, and contract expiration.
11. Seller confirms that he/she is the owner of all consigned items.

This agreement is accompanied by a separate list of consignment items. By signing this agreement it is understood you have read and agree to the above terms. Please print legibly and include the best contact information, so we have a way of being in touch should the need arise regarding your consigned items.

Date:\_\_\_\_\_. (Agreement expiration is **60** days from this date)

Seller Signature:\_\_\_\_\_ Printed Name:\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

West Leb Creative LLC Signature:\_\_\_\_\_ -

Renewal Date:\_\_\_\_\_ Initials of Store and Seller

**\*\* Remember to bring adequate help to load or unload your items. We do not have staff to assist you. Thank you very much.**

## Consignment Inventory:

Date:

Consignor Name:

**\*\*Please list and describe the consigned items, list dates, maker, artist, place of origin, and anything that will help us describe your items to someone, and find accurate comparisons for pricing.**

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