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consignor number

consignor’s agreement

Revive is thrilled to add you to our consignment family! Our main product lines are clothing & accessories, home decor, and furniture. When you bring your items in, we will select what we believe our customers will buy. Occasionally there are items we cannot sell or would have to price too low to benefit either one of us. We call these “No thank-you’s” and hope that you will not take it personally if an item is not taken.

All items brought in for consignment will be processed by the Revive staff to assure saleability. The merchandising/display of all items is at the discretion of Revive Consignment. Items will be discounted if they do not sell within a reasonable time frame. Items that do not sell will be donated to charity (except furniture and designer purses). Revive Consignment will not be held responsible for any of your items in case of theft, fire, flood, missing tags, damage, etc.

Table with consignor split based on sale price of item: \$01 - \$49.99 = 40%, \$50.00 - \$99.99 = 45%, \$100.00 and greater = 50%

Payment may be received in the form of a check when your account total is \$20.00 or more, and you must wait 30 days between receiving payment. You can use your credit toward items purchased in the store at any time. Accounts unused for 1 year will be deemed inactive. A \$5.00 annual maintenance fee will be applied to all active accounts. Items priced under \$100 and removed from the store by the consignor will incur a \$1.00 removal fee (\$5 if over \$100) to cover our labor costs.

By signing this contract, you agree to its content.

Form with fields for: First and Last Name, Street Address, City, State & Zip, Telephone Number, Birth month (optional), Email Address, Additional Authorized Account User - First & Last Name, I do not wish to have an additional authorized user for my account, SIGNATURE, Date.

Thank you for consigning with us!!

More information can be found at www.reviveconsignment.com



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9425 Hwy 92, Suite 136  
Woodstock, GA 30188  
Phone: 770-928-0128  
www.reviveconsignment.com

“join in the treasure hunt!”

Thank you for joining our highly valued family of consignors! On the top right corner of this sheet you will find your consignor number. We will enter your items into our computer so that we can keep track of each item you consign with us.

At the point of sale, the computer will automatically allocate to your account 40% of the selling price for items sold for \$49.99 or less, 45% of the selling price for items sold between \$50 - \$99.99, and 50% of the selling price for items sold for \$100 or more.

Your consignor number identifies you on our computer and we can let you know at any time what the balance of your account is by simply entering your number or name. You can check your balance online, as well, by going to our website at [www.reviveconsignment.com](http://www.reviveconsignment.com) and following the prompts.

You will not be notified upon the sale of your items. You can use the money in your account as store credit at any time. It is your responsibility to request a check once your account has \$20.00 or more in it. Once you receive your first check, you have to wait thirty days to request your next one. You will need to show your picture ID to receive a check or to use store credit.

Please remember that you must make an appointment to consign all items except for furniture. We will have “walk-in” days where no appointment is necessary (Please see our website for more information). You can schedule your appointments at [www.reviveconsignment.com](http://www.reviveconsignment.com). You can cancel the appointment online up to 24 hours before your scheduled time. Appointments can not be cancelled by email. ***Please arrive on time, which is ten minutes before your appointment time. If you arrive late, we must still end your appointment at its scheduled time and may not be able to process all of your items. If you miss your appointment you will incur a \$5 penalty on your account.***

We hope to serve you well. If you have any questions, please do not hesitate to ask. Once again thank you and happy consigning!

**STORE HOURS ARE 10AM - 6PM MONDAY TO SATURDAY. CLOSED SUNDAYS.**

WE ACCEPT FURNITURE ON CONSIGNMENT FROM 10AM TO 5PM EVERY DAY. ALL OTHER CONSIGNMENTS WE ACCEPT BY APPOINTMENT ONLY. APPOINTMENTS MAY BE BOOKED BY FOLLOWING THE PROMPTS AT [www.reviveconsignment.com](http://www.reviveconsignment.com)

**1. Consignor Account Set Up:** A \$5.00 annual maintenance fee will be applied to all active accounts. This will be deducted from the account at the time of setup and each year thereafter for all active accounts. Accounts may not be set up by a third party.

**2. Right of Acceptance:** Revive has the right to accept or not accept any item for consignment. **Clothing must be brought in flat (no hangers or bags)!** Items should be seasonal, clean, and non-wrinkled with no wear or tear. We select items based on style, fashion, condition, and saleability. All clothing needs to be two years or newer. Home decor/household items must be clean and in good condition. These guidelines must be followed in order to continue to consign with Revive.

**3. Consignment Period:** Furniture items are priced and kept at full price for ten days. If the item is not sold then it is reduced 10% weekly until it sells. All other items are on the sales floor at full price for 4-6 weeks. (All items are subject to potential sales). After this time period, remaining items are discounted. Unsold items are then donated to local charities.

**4. Pricing:** Revive sets all prices. We will do our utmost best to determine each item's value, however, we are not responsible to know the market value for all items. We reserve the right to discount merchandise during sale events or coupon promotions. **Items that are discovered to be damaged or flawed after the initial inspection and acceptance will be sold at a discount or donated to charity. Please note we do not contact the consignor if this occurs.**

**5. Consignment Percentage:** The consignor receives 40% of the actual selling price for items sold under \$49.99, 45% for items sold between \$50 - \$99.99, and 50% for items sold over \$100.

**6. Consignor Payouts:** Consignor money may be used for in-store credit at any time. Checks are issued upon request but are not to exceed one check every 30 days and may be written for balances over \$20. **Checks issued for payment that are not cashed within 6 months become null and void. Accounts unused for 1 year will be deemed inactive and funds will be forfeited to Revive Consignment.**

**7. Unsold Items:** Unsold items are donated to local charities. We do not provide tax forms for donated items.

**8. Lost/Theft/Damage:** We take every precaution against loss, theft, damage, or shop wear, however, items are consigned at your own risk. Revive is liable only for making appropriate and timely payment to the consignor for items that actually sell.

Thank you for partnering with us! We appreciate you!



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Thank you for inquiring about consigning with us! We hope to make the process as simple as possible. The following is a fairly comprehensive description of the process. If you have further questions, please feel free to ask.

### **Furniture Consignment**

We accept furniture for consignment on Monday through Saturday from 10am-5pm. **You do not need an appointment to consign furniture.** Feel free to come by anytime during the scheduled hours. Simply pull up to the front of our store, come in and let us know that you have furniture to consign. We will take a look at it and give you an idea of the price we think we can sell your items for. If you are happy with the price, we will tag your items with your consignor number and sell them for you. If you are concerned whether we will accept your items, you may find it easier to take some photos of the furniture and show them to us.

We offer a furniture pick up service at minimal cost based on distance from the store for items that meet the following criteria:

- Be within ten miles of the store
- Have a combined saleable value of over \$200
- Be either in the garage or on ground floor by the front door for easy collection

We have to see pictures of the furniture before a pick up can be scheduled, and consignors have to always come into the store to complete the necessary paperwork.

### **Appointments**

We accept all other consignments either by making an appointment Monday through Saturday or come in for a walk-in (no appointment needed) on specified days. Please see our website for the days and times when we accept walk-ins. You can book your appointment online by following the prompts at [www.reviveconsignment.com](http://www.reviveconsignment.com). If you don't have a home computer, we can make an appointment for you in our store.

On the day of your appointment please drive round to the back entrance to the store and come in through the back door. Please arrive 10 minutes before your appointment. In the consignor area you will be greeted by our processor at the processing table. Please place your items there and complete the simple form. If you are a new consignor, you will need to complete a consignor agreement form and you will then be assigned a consignor number. There is a annual \$5.00 maintenance fee that will be deducted each year from your active account. We will check through **40 items per appointment with a maximum of 20 of the 40 being clothing items.** Your appointment will be 10 minutes long, during which time we will check your items carefully. We will then enter each of your saleable items in our computer under your account number. All other items will be returned to you before you leave. You can cancel the appointment up to 24 hours before your appointment. Any missed appointments will incur a \$5 fee.

**All clothing needs to be brought in folded neatly or laid as flat as possible in a tote or a box. (No bags or hangers!)** Items should be seasonal, clean, and non-wrinkled with no wear or tear. We select items based on style, fashion, condition, and saleability. All clothing needs to be two years or newer. **All home decor and furniture must be clean.**

### **Inventory & Your Account**

Your clothing and home decor items will stay on the shop floor for about 4-6 weeks at full price. They are then taken to our shop floor at Restore and discounted by 50% for about two weeks. After that time period, the items are discounted by 80% of the original sale price. Any unsold items are donated to local charities. Furniture items are priced at full price for about 10 days and then discounted 10% weekly until sold. When an item of yours sells, you will receive 40% of the actual selling price for items sold under \$49.99, 45% of the actual selling price for items sold between \$50 - \$99.99, and 50% of the actual selling price for items sold over \$100. That money will be added to your account on our system.

You can use the money in your account as store credit at any time. If you would like to receive a check you can request a check once your account has \$20 or more in it. Once you receive your first check you must wait 30 days to request your next one. You will need to show a picture ID to receive a check or to use store credit.

We keep an itemized inventory of all clothing, home decor, and furniture items. If we have your correct email on our system you will have the opportunity to check your account online. You will be able to see what items have sold and how much money is on your account. We look forward to having you consign with us!



## To book an appointment:

1. [www.reviveconsignment.com](http://www.reviveconsignment.com)
2. Click on Book an Appointment
3. Click on any time that is in blue. Click the arrow next to the date heading to see other weeks.
4. If you are a FIRST TIME USER (have not yet set up a password to book appointments online), click on the small "first time user" link located just under the email/password boxes. If you've previously done this, skip step 5 and simply log in. Keep in mind that this is a different log-in than you use to check your account.
5. Enter your information and set up your 6+ character password.
6. Enter your consignor # if you have one. If you have not yet been given a number, or if you do not remember it, leave this field blank.
7. Click "Next"
8. Double check your time and click "Book Now"
9. Be sure a confirmation box appears!

## To cancel or reschedule an appointment:

1. Online appointments cannot be cancelled by email or phone.
2. [www.reviveconsignment.com](http://www.reviveconsignment.com)
3. Click on Book an Appointment
4. Log – In (email & password)
5. Click on the My Appointments link at the top
6. Next to your appointment day/time there are links to Reschedule or Cancel. Remember that there must be at least 24 hours notice to make a change to your appointment time. There is a \$5 charge if you miss your appointment or cancel with less than 24 hours notice.

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## To see what has sold on your account:

(Your correct email must be in our database in order for this feature to work.)

1. [www.reviveconsignment.com](http://www.reviveconsignment.com)
2. Check My Account
3. Consignor Login (far right side of page)
4. Enter your email & password (\*\*This is a different software program than is used to book an appointment, so you will need a separate log-in.) Unless you have previously customized your password, use your full email as the password. Once you are in you will be able to change your password if you would like.
5. Click on Transaction History – only items that have sold will show on your account.