

## **Annie Laurie's Consignment Overview**

### **What is Consignment?**

Consignment is a process by which we sell your belongings for a percentage of the overall sales price. This fee is referred to as our commission fee and is typically 40%. If you have us price your items for you, the consignment rate will be 50%. After a consignment contract is signed, your items are given a code unique to you, which you can then use to tag and price your items. Consignment payments are made monthly, 2-5 business days from the first of the month.

### **The Important Steps to Take If You're Interested in Consignment**

If you're interested in consigning items, the first step is to email or text photos of your items to our consignment manager, Leslie Phillips. You may reach Leslie at (573) 270-2166 or [leslie@annielauries.com](mailto:leslie@annielauries.com). This is an important step so we can gauge your items to make sure that they'll be a good fit for the store. **NO ITEMS WILL BE REVIEWED IN-STORE DURING BUSINESS HOURS.**

Once your items have been approved, we will ask that you review and sign our consignment contract, which we have attached with this overview. Please read this contract fully and ask any questions before proceeding. **NO ITEMS WILL BE TAKEN ON CONSIGNMENT WITHOUT A SIGNED CONTRACT.**

### **After the Contract Is Signed**

After your items have been approved, and you have signed our contract, the next step for you will be to price your items. Included in this overview is a copy of our tagging system which should assist you in this process. You will be given your consignment code with your signed copy of the contract, and Annie Laurie's logo tags. In addition to pricing your items, you are also solely responsible for the cleaning of your items. **WE WILL NOT ACCEPT DIRTY OR SOILED ITEMS.**

It is also important to note when pricing your items, to keep the commission rate in mind, as this will obviously affect your profits from sales.

When your items have been clearly priced, your next step will be to drop off your items at the store. You may do this Tuesday through Friday from 11am to 5pm. It will make the process much quicker if you set an appointment time for drop off with Leslie, but at the very least we ask that you send us a message or give us a call letting us know that you are on your way. **NO ITEMS WILL BE ACCEPTED ON ANY OTHER DAY AND ALL ITEMS MUST BE PRICED BEFORE DROP OFF.**

### **Payout**

All pertinent payout information is contained in the attached copy of the consignment contract.

536 Broadway  
Cape Girardeau, MO 63701  
573-339-1301

### Consignment Agreement

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

Commission: 50%

#### Terms of Agreement – Disclaimer of Liability

- Annie Laurie's LLC collects and remits all sales tax.
- While every effort is made to prevent theft, breakage, fire, or loss of an item; Annie Laurie's LLC is not responsible for any situation that may arise that may cause an item to be destroyed, lost, or stolen. In addition, Annie Laurie's LLC is under no obligation to remit a payment or settlement for items destroyed, lost, or stolen.
- Annie Laurie's LLC has the right to refuse the sale of merchandise we deem unsuitable.
- All money due to consigners will be paid by the 5<sup>th</sup> day of each month. Annie Laurie's LLC will charge a commission percentage (listed above) on all items sold. Items purchased by credit/debit card will be charged an additional 3% commission charge. Consigners will receive their monthly payment by direct deposit to a financial institution of their choice. (Please see attached Authorization Agreement ACH Debit/Credits). For an interim period, a statement of sales history for the pay period will be mailed to the address provided above. Upon completion of Annie Laurie's digital portal and website, mailed hard copies of sales history will cease and consignors will have the ability to log into the portal to see a sales history.
- Annie Laurie's LLC agrees to allow the consigner's item(s) to be displayed for sale to the public at a price set by the consignor. At Anne Laurie's discretion, we MAY reduce the selling price of the time(s) for a period of time to stimulate the sales. If the reduction in the sale price has still not resulted in a sale, we will then move the item to the "Bargain Basement", where it will be sold for 50-75% of its currently tagged sale price. Should it not sell in the basement after a period, the item(s) will be donated to charity, and no item(s) will be returned to the consignor. Please note that sales and markdown of items and their associated timelines in the store are solely at the discretion of Annie Laurie's. Please note, however, that our only goal in working with clients is to maximize the profits of consignment items. We trust that in choosing to work with us, you agree our only goal is to accomplish this objective.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## AUTHORIZATION AGREEMENT ACH DEBITS/CREDITS

I hereby authorize **Annie Laurie's LLC** to initiate *Debit / Credit* entries to my checking account identified below.

Name: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_  
\_\_\_\_\_

Account No: \_\_\_\_\_ ABA Routing No: \_\_\_\_\_

Amount to be transferred: Based on Monthly Distribution and Sales

Frequency: Monthly

Effective Date: \_\_\_\_\_ TBD \_\_\_\_\_

I UNDERSTAND THAT THIS AUTHORIZATION IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL **Annie Laurie's LLC** HAS RECEIVED WRITTEN NOTICE FROM ME OF ITS TERMINATION IN SUCH MANNER AS TO AFFORD THE BANK OF MISSOURI A REASONABLE OPPORTUNITY TO ACT ON IT

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Please attach a voided blank check

*Authorization should remain on file for a period of **two** years following termination date.*

## Annie Laurie's Tagging Instructions:

**We ask that you use tags provided by Annie Laurie's and use a fine-point Sharpie marker. Write Clearly.**

In this area of the tag, please put a brief description of the item, along with what you would consider any pertinent information as to increase interest. Examples: Blue Women's Dress, Red 50's Vintage Lamp, Original Barn Wood Folk Art, Etc. These descriptions not only help sell your item, but are also important to us to ensure that a false tag with a lower price has not been switched out with the original, giving the individual a reduction in the sale price. Here, please place your one to four digit dealer code.

**\$9.99**

"Brief Item Description"

**ZZ**