

THE ATTIC INC.
1509 S. Ankeny Blvd.
Ankeny, Iowa, 50023

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The Attic Inc. Consignment Policy & Procedures

CONSIGNMENT HOURS Consignments are accepted by appointment only Monday through Thursday 10:00 – 5:30. No items will be accepted without a scheduled appointment. Please see next page for generally accepted items.

ACCEPTANCE All potential consigned merchandise must be previewed by The Attic staff before acceptance. All consigned furniture and décor must be in exceptionally good condition and in working order. No broken, stained, torn, dated, etc. items will be accepted. Items must be clean and ready for display when we receive them or a minimum \$15.00 restoration fee will be charged. Please include a working light bulb with any lighting consignment and a battery for battery operated item as we must be able to see that the item is in working order. THE ATTIC, INC. reserves the right to refuse any item that does not meet our specifications. Any item misrepresented in any way by the seller will forfeit the contract and be removed for pick-up at any time during the contract that THE ATTIC, INC. deems necessary. Exceptions are at THE ATTIC, INC'S sole discretion. The Attic reserves the right to sell and/or market contracted items through internet sites and various media outlets as well as our showroom

FEES All applicable fees must be paid in advance of consigning.

* Full service pick-up of consigned items within a 20 mile radius of Ankeny is available for a \$100 fee.

*A \$35.00 fee will be charged on any returned check.

* If items are not showroom ready when dropped off, a minimum \$15.00 cleaning and/or restoration fee will be deducted from your proceeds without notice. Additional fees may include \$1 per light bulb for lamps, \$1 battery replacements, & \$1 picture wire.

*A \$1.00 processing fee will be assessed monthly on all consignment proceed checks. This fee will be deducted directly from your account.

CONTRACT Our contract must be completed and signed before any items will be sold. If contract is broken and consignments are removed before the end of the three month period a 20% fee of the original consigned price must be paid before receiving your items. Our staff will notify you by phone at the expiration of the consignment period. You will then be required to pick your items up within 7 days or they will become the property of THE ATTIC, INC. If you cannot be reached by telephone or email this will be considered an automatic forfeit of your items. Unsold furniture items may be picked up within 7 days of the end of the 90-day contract as well OR The Attic, Inc. will determine a lower selling price for your furniture and a new contract will begin for 30 additional days. The status of your account may be viewed at any time at MYRESALEWEB.COM. To view your account details on the website click on "Iowa", "The Attic", enter your consignor number and last name. It is the consignor's responsibility to know what is on their account and to notify us within 3 days of picking up their end of contract items for anything missing or if you have received items that do not belong to you.

PRICING All merchandise will be priced by The Attic, Inc. at fair market value. The consignment period is 90 days with the consignor receiving 50% of the selling price after the buyer's fee*. A 10% price reduction at the end of 30 days and an additional 15% reduction from the original price at the end of 60 days will automatically occur on any unsold items. Although we do not negotiate contracted prices with buyers, if an item is not working properly, is damaged in any way after acceptance and/or may have been priced above value, THE ATTIC, INC. reserves the right to reduce the original contracted price accordingly to get the merchandise sold. Once your items have been accepted and entered into our system you will receive an email showing all newly posted items and prices. Any pricing and/or inventory discrepancies must be reported to The Attic, Inc. within 3 days for correction.

*A buyer's fee is a charge incurred by the buyer. This is a store maintenance fee which will not reflect on the consignor's account.

PAYMENT Payments for all sales over \$10.00 per month will be available on the 1st day of the following month the item(s) sold in. Balances of \$10.00 or less will be held over to the next month. Your accumulated sales credit can be used at any time to purchase merchandise throughout the month. You may pick up a check by request anytime your items have all sold and you have an account balance under \$10.00. All other consignment checks may be picked up any time after the 1st of each month. The checks will be held for up to 6 months for you to pick up at your convenience.

Generally, the following items ARE accepted:

Furniture in exceptionally good condition	
Antiques	Children's furniture
Dinnerware	Sculptures
Bake-ware	Tablecloths
Crystal	Home décor items
Glassware	Children, cook & coffee table books
Artwork	Name brand purses
Jewelry	Christmas Decorations (Oct – Nov)
Mirrors	Clocks in working condition w/batteries
Working Lamps with Bulbs	Patio Furniture (April – July)
Throw Pillows	Garden Decor

Generally, the following items ARE NOT accepted:

Bed Linens and Bedspreads	Project Furniture in Need of Redo
Electronic Equipment or Appliances	Window Treatments
Burnt candles	Crafts, Kits, Fabrics, Patterns, Macramé
Mattresses or Box Springs	Florist Vases
Metal Office Furniture	Records
Artwork with no glass or hangers	Movie or Slide Projectors
Fans and Humidifiers	DVD's, Tapes, or Cassettes
Exercise or Sports Equipment	Souvenir Plates or Shot Glasses
Trophies or Plaques	Avon Bottles, Liquor Bottles
Unframed Artwork	Clothing
Poster framed pictures	Cloth Napkins
Homemade furniture/decor	Wallpapers
Bathroom Items	Live Plants

Reasons to consign your items with THE ATTIC:

- *Beautiful space to showcase your items
- *No wasting your time on potential buyers or strangers in your home.
- *Forget about the hassles of a garage sale.
- *Stop moving unwanted items from room to room.
- *Save your time for more important things.
- *Let us do the work to earn you the money.

If you have any questions, please feel free to give us a call. Thank-you for considering THE ATTIC for your consignment needs.

Name _____ (please print) **Birth Month** _____

Address _____ **City/State** _____ **Zip Code** _____

Phone _____ **Email** _____

I hereby warrant I have sole claim to the merchandise consigned and will not hold THE ATTIC, INC. responsible for any claim of title to it. The consigned merchandise is clean, in good working order and pest free. All items have been truthfully represented to the best of my knowledge. As the named consignor, I will be responsible for the full cost to correct any items consigned under misrepresentation that result in damage to the Attic's merchandise, property, or injury to customers and/or Attic staff. I understand THE ATTIC, INC. will assume no responsibility for loss or damage to consigned merchandise by fire, theft, accident or any other cause. The Attic reserves the right to break or change the policies and procedures of the 90 day contract at any time, for any reason deemed necessary.

I have read and agree to all of THE ATTIC, INC.'S consignment policies and procedures.

NAME _____ **CONSIGNOR #** _____ **DATE** _____