



**DESIGNER CONSIGNMENT
& OTHER DELIGHTS**

Thank you for consigning with **Diva**. We encourage you to read our agreement carefully before signing it.

OUR FOCUS: **Diva** is an upscale designer consignment boutique. We only accept couture and designer/bridge women's clothing--carefully selected casual and formal wear—as well as designer accessories such as shoes and handbags. All items must be in excellent condition. A guide to the types of brands we generally consign is available on our website. We have limited space as well as being committed to a consistently upscale, contemporary assortment. That is our focus and niche. Please don't be upset if an item isn't accepted at **Diva**, even though it may be a perfectly good piece—it just isn't a good fit with the store.

WHAT WE TAKE: Items must be from a **smoke-free** and **mothball-free** environment. Clothes must be DRY CLEANED/LAUNDERED, PRESSED, AND EITHER FOLDED NEATLY IN SHOPPING BAGS (no garbage bags, please!), OR ON HANGERS, as well as COMPLETELY SPOT- and ODOR-FREE.

No designer knock-offs will be accepted as “real”. Designer handbags must have documentation in order to command a designer- level price. We accept garments, accessories and shoes **no older than two years old and in style**. In some cases there *are* exceptions...if in doubt ask us. Also, for the most part, suits do not sell for us unless they have a real contemporary twist—i.e. those by Nanette Lepore, Cynthia Rowley, etc., and neither do beaded or sequined gowns/dresses/tops. Please no 80's or 90's shoulder pads. We don't take bridesmaid/wedding gowns nor furs. Items must be in season, for example, cashmere, velvet, wool and other winter-fabric clothing are accepted August – January and cottons, linens and other spring and summer fabrics are accepted February – July.

APPOINTMENTS, ETC.: Consignors schedule appointments either via email or phone. We schedule appointments **Tuesday thru Fridays, 12-4 pm**. If you are not able to make it in during those hours, you may do a drop-off and we will look at the items when possible. If there are items we do not take, we will call you and you will have one (1) week to pick those items up. After that, we donate them, due to our space restraints. In any case, if items are found to have spots/tears after we take them, they will be donated at that time.

PLEASE NOTE: Diva does **not** make a detailed inventory or price/sold list **at any time** for consignors, and prices are set after the items are left at the store. If you want a list of the items you brought to consign, please make one for your records.

PRICING/MARKDOWNS: We set up an account in your name and each piece we consign is bar-coded to your account. We also look at comparative items and based on condition and brand, and we price accordingly. Keep in mind that with deeper discounts being taken at department stores and retailers such as Marshalls and TJ Maxx for NEW items, we need to price our items under those prices. **Markdowns/discounts will be taken at management's discretion at any time during the consignment period.**

PAYMENT/CREDITS: Checks will be issued the month after the consignment is over; payment is based on when the items sold. Consignors receive **40%** of the price paid. Consignor balances under \$100 will be kept on your account at Diva after your consignment period; **we do not draw checks for \$100 or under.** Please consider this policy before consigning. You may use your account credit to shop in the store and get a **5% discount for using It** on everything **except jewelry** (the credit never expires)...or you can wait until your balance reaches the \$100 mark and receive a check.

Please make sure you notify us of any address/phone number/email changes as soon as possible. The store is not responsible for bounced emails/notifications or checks unable to be delivered because of an old address or illegible contract information on your contract.

END OF CONSIGNMENT: Once items are consigned at **Diva** we do not pull items to return to the consignor during or after consignment. The dispensation of expired items is done at **Diva's** discretion. *Without exception*, Diva donates items at the end of the consignment period to the Capital Hospice Thrift Store or other deserving charity. If you would like a donation slip for your taxes, please let us know.

LOSS/DAMAGE: DIVA does NOT assume responsibility nor do we reimburse consignors for loss or damage due to fire, theft or for any other reason. All risk of ownership shall stay with the consignor. Keep in mind that this is a retail store and unfortunately shoplifting may occur.

UPDATES/CHANGES TO CONSIGNMENT AGREEMENT: Diva Management reserves the right to alter this policy **at any time**. Your signature below acknowledges that all policy changes made after the original contract is signed are accepted and supersede the terms of the previous contract. It **is the consignor's responsibility** to check the current agreement for any updates/changes at our website: (www.divaboutiqueva.com).

Your signature indicates your acknowledgement and agreement to the terms of this document:

Name (printed) _____

Phone: _____ email: _____

Address: _____ City, State, Zip: _____

Your signature: _____ Date: _____

Diva signature _____ Date: _____