



## Consignment Agreement

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

DIVA is an upscale designer consignment boutique. We only accept **couture and designer/bridge women's clothing-- both select casual and formal wear, and designer accessories such as shoes and handbags. All items must be in excellent condition.** A guide to the brands we generally consign is also available on our website. We have limited space as well as being committed to a consistently upscale, contemporary assortment. That is just our niche. *So, please don't be upset if an item isn't accepted at DIVA even though it may be a perfectly good piece. We need to keep our selection focused.*

Clothing also needs to be from a **smoke-free** and **mothball-free** environment. Clothes must be **DRY CLEANED, EITHER FOLDED NEATLY IN SHOPPING BAGS (no garbage bags, please!), OR ON HANGERS, AND COMPLETELY SPOT- and ODOR-FREE. NO CLOTHING WITH CIGARETTE OR MOTHBALL ODOR WILL BE ACCEPTED-- NO MATTER HOW FABULOUS IT MIGHT BE. Also, any items found to have spots or tears after a drop off will be donated at that time.**

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 **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.

Consignors schedule appointments either via email or phone to bring in garments/accessories/shoes. We schedule appointments **Tuesday thru Fridays, 12-4 pm.** Please bring along a listing of the items and the approximate prices you paid for them. **PLEASE NOTE: Diva does not make a detailed inventory or price 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.** We set up an account in your name and each piece you consign is bar-coded. We also look at comparative items and based on condition and market prices, 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.**

Checks will be issued the month after the consignment is over; payment is based on when the items sold. The Consignor receives **40%** of the price paid. *Consignor balances under \$100 will be kept on your account at Diva after your consignment period; **we don't draw checks for \$100 or under.** Please consider this policy before consigning. You may use your credit to shop in the store and get a **10% discount for using It** on everything **except jewelry** (it 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 or checks unable to be delivered because of an old address. **Your signature indicates your acknowledgement and agreement to the terms of this document and the statements below:**

Once items are consigned at Diva we do not return or pull items to return to the consignor. *Without exception,* Diva donates items at the end of the consignment period to the **Capital Hospice Thrift Store**, which is located in Falls Church. The Capital Hospice's missions are to improve care for those facing life-limiting illnesses and their families and loved ones, as well as public education and advocacy. The Thrift Store supports their efforts.

**\*\*PLEASE NOTE: 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.**

*Diva Management reserves the right to alter this policy **at any time**. Your signature below acknowledges that all policy changes made subsequent to signing are accepted and supersede terms of the previous contract. It **is the consignor's responsibility** to check the current agreement on our website for any updates ([www.divaboutiqueva.com](http://www.divaboutiqueva.com)).*

**Signature of Consignor:** \_\_\_\_\_

Name (printed): \_\_\_\_\_

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

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

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

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

**DIVA Signature:** \_\_\_\_\_ Date: \_\_\_\_\_