

General Consignment Intake Form

Revised 4-19-18

Consignments are accepted on Tuesdays and Thursdays during normal business hours, or by appointment. Our staff determines on-the-spot what items we will take. Large furniture pieces must be pre-approved by our staff prior to arrival at the shop. If you have a larger furniture piece or are unsure whether your item is acceptable, you may e-mail pictures and descriptions to: info@furnishtraders.com for our review.

All items should come in "floor-ready": They must be CLEAN, odor-free, in good condition, and either "in style" or "in demand". Please visit our website, www.furnishtraders.com, to review the kinds of items we accept. Any items with missing parts, chipped, cracked, or broken will not be accepted. Upholstered pieces, rugs, and other textiles should come in exceptionally clean/be well-cleaned in advance. We may not accept items that have been housed in a smoking or pet environment. We reserve the right to refuse any item due to condition, current inventory levels or past experience. All items must have a market value of at least \$10.

The initial retail price on all consigned merchandise is determined by, or must be approved by, our staff. It is in everyone's best interest for items to be priced at a fair market value that would allow them to realistically sell within the first 30 days of the consignment period. Our guidelines are to reduce the price after each 30-day interval.

Form Instructions: Please enter each item you wish to consign below and a suggested list price (not required). If you have any supporting documentation for a suggested price, please attach that to this form. You may 1) Email this completed form to us in advance of your arrival (info@furnishtraders.com) or 2) Complete a form at the store when you bring in your item(s).

I, _____ [*Print Consignor Name*] hereby submit the below items for consignment. I understand only the items accepted by Furnish Traders will be consigned. Note: This form is valid only if a mutually-signed General Consignment Contract is a) already on file with Furnish Traders or b) submitted with this form.

Consignor signature: _____ Date: _____

Best contact phone number: _____ Cell Home (Please check one box)

Email address: _____

Item Description	Suggested list price (not required)	Accepted by Furnish Traders
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Furnish Traders hereby accepts the above items for consignment.

Staff Initials: _____ Date: _____