

Consignor Intake Guidelines



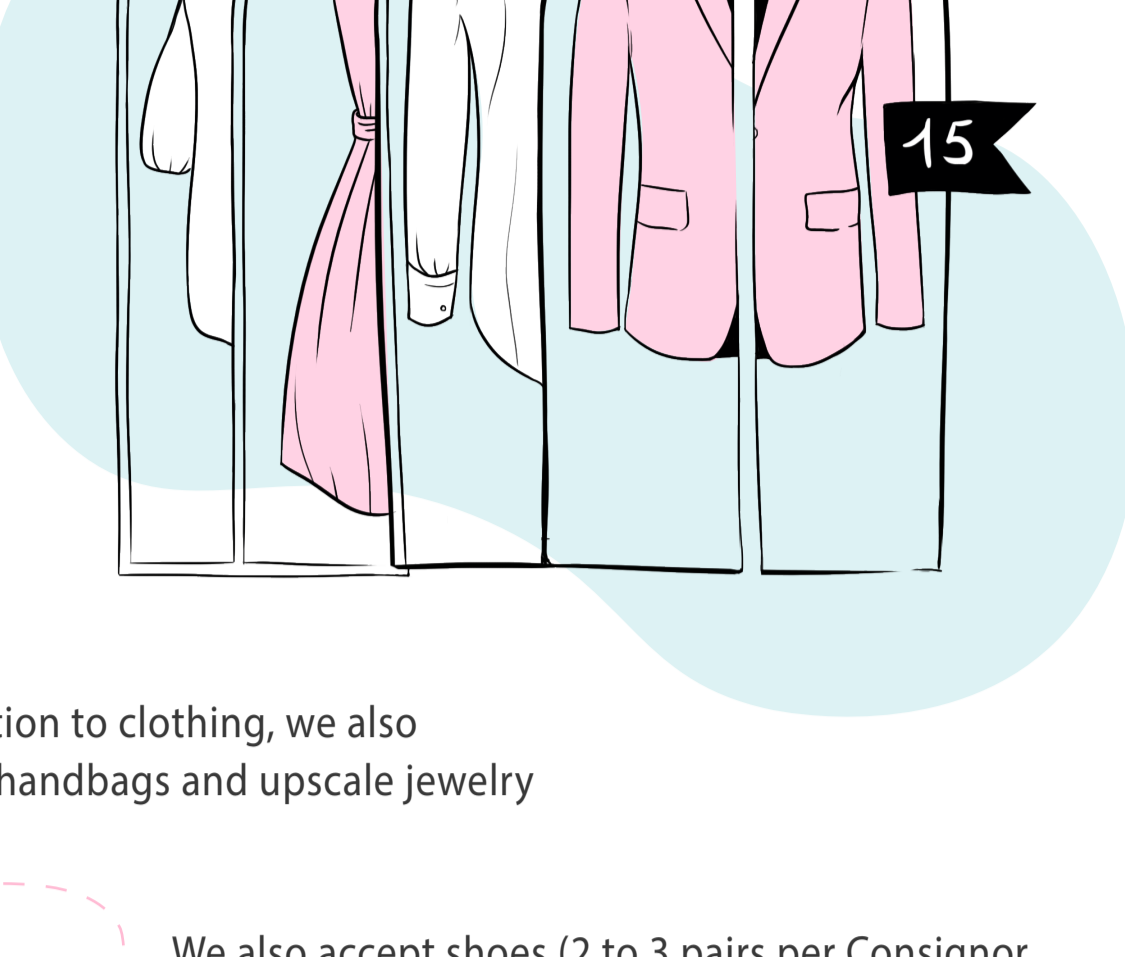
Consignment is accepted BY APPOINTMENT ONLY

We respect your time and want to ensure that we can provide the expected and undivided attention to your consignment that you deserve!

To properly set your expectations:

Consideration of all intake is at the sole discretion of A Dress Change Consignment Boutique™

2 Items to be appropriate to the season



3 Clothing must be up-to-date, and in-style (nothing older than two (2) years, unless couture or designer), and in pristine condition

4 We gladly accept up to fifteen (15) items (already cleaned and pressed, and on hangers), ready to be placed on the sales floor

5 Your hangers will be returned to you at the time of intake

6 In addition to clothing, we also accept handbags and upscale jewelry

7 We also accept shoes (2 to 3 pairs per Consignor, unless couture or designer); shoes must be clean, and void of any dirt or scuffs

8 The consignment period at A Dress Change Consignment Boutique™ is for approximately ninety (90) days: sixty (60) days on the sales floor, and then thirty (30) or more days on sale



9 Items will initially be placed on the sales floor for sixty (60) days

10 After sixty (60) days, any unsold items will then be placed on sale for thirty (30) or more days



So...what happens to unsold items?

Given that A Dress Change Consignment Boutique™ currently has over 3,100 consignors (and growing!), and the fact that we usually have over 8,000 items on the sales floor at any given time, unless couture or designer – or an individual item placed on consignment is of high value – any still-unsold sale items will then be donated after ninety (90) or more days, and the Consignor will be provided with a donation receipt.

Unfortunately, we are unable to facilitate returns.

So please, give careful and thoughtful consideration in making your decision as to whether you wish to consign your personal items with A Dress Change Consignment Boutique™.



Our motto is:
"Once you have decided that it's time to let it go, then let it go... ALL THE WAY."

We take great pride participating in the process of providing for those in need, thus any of your items potentially donated are, therefore, greatly appreciated.

Charities we currently donate to include the following:

- ♥ East Bay Hospice
- ♥ Shepherd's Gate
- ♥ Aphasia
- ♥ Danville Thrift Station (supports Discovery Counseling Center)
- ♥ One Warm Coat
- ♥ Goodwill
- ♥ Local organizations that are collecting clothes for natural disaster victims (such as the community of Paradise, CA, as an example)



What happens after intake?

Following intake, it is our utmost goal to process your items and have them inventoried just as soon as possible – which is usually within five to seven (5 – 7) business days. However, given the unprecedented challenges placed on small businesses recently, this is no longer a guarantee - although we will make our best effort.

That said, we will not have the ability to provide you with an exact date as to when your items will be inventoried, priced, and placed on the sales floor.

We thank you, in advance, for your consideration and patience as we all adjust to current restrictions.



Once inventoried, you will then receive an informational email that provides you with both your unique consignor number, as well as information on how to check your account online via MyResaleWeb.com. Once logged in, you will see the items listed that you have left for consignment – both by brand, and by price.



Our inventory tickets reflect two prices:

- Initial price
- 25% off (at 60 days)



A Dress Change Consignment Boutique™ reserves the right to run promotions and/or specials, as well as further discount items to expedite sales– and these reductions are generally shared with the Consignor.

The Consignor split with A Dress Change Consignment Boutique™ is 60/40 (40% for the Consignor)



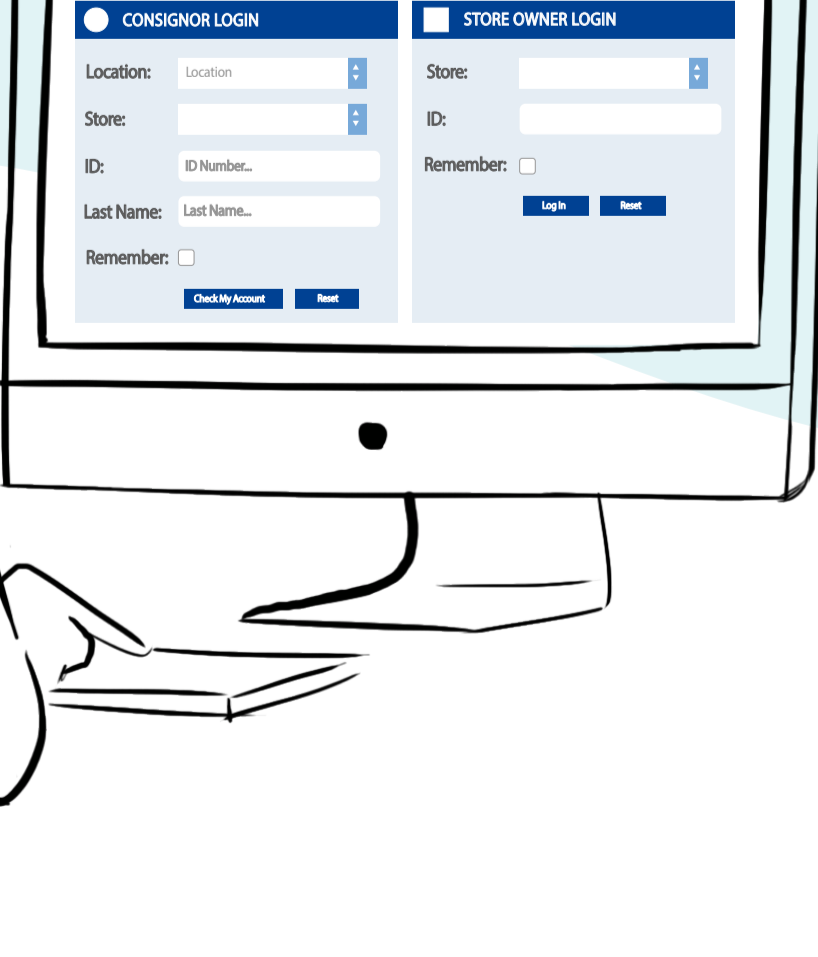
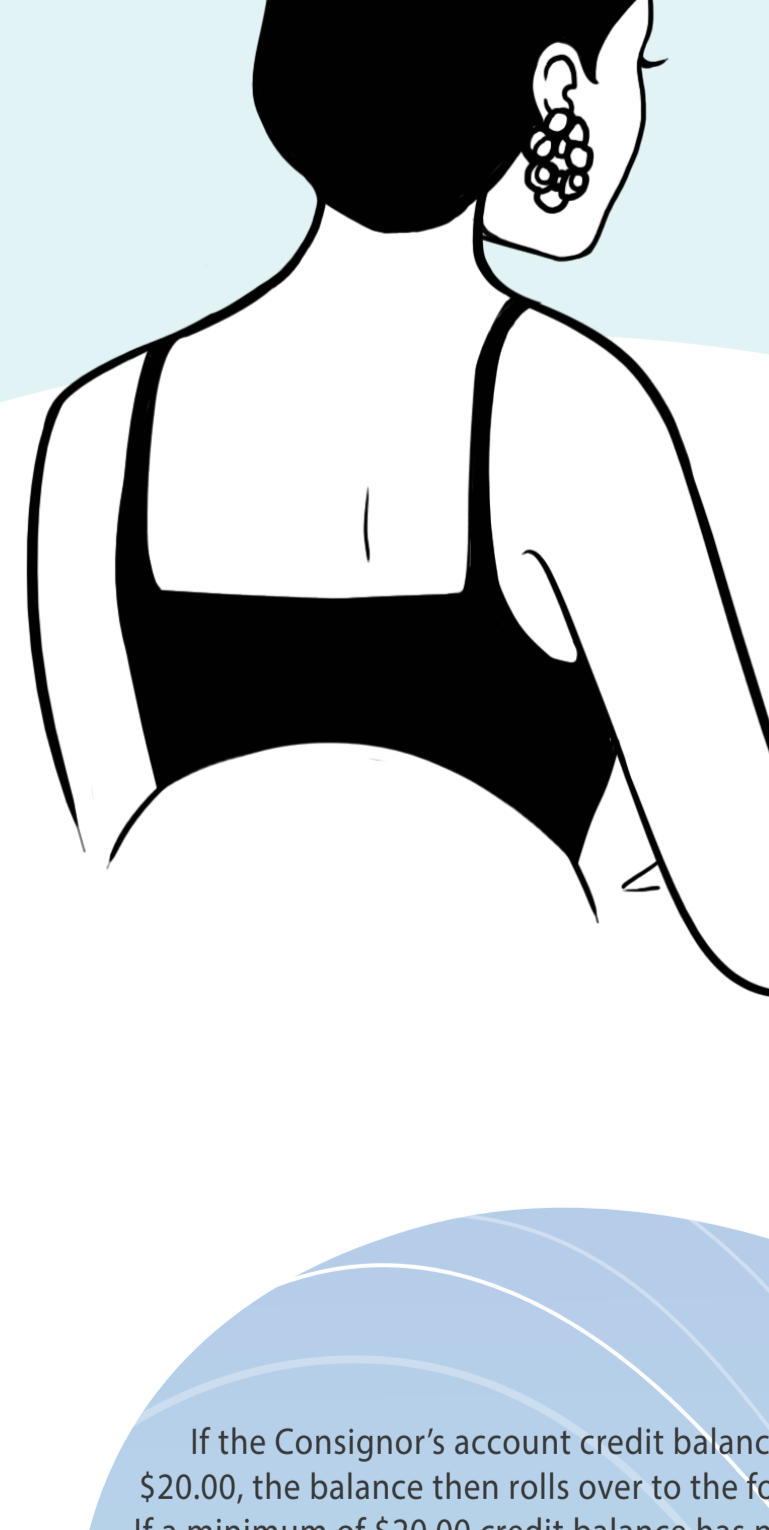
If couture or designer, or an individual item placed on consignment is of high value; or, if the Consignor opts to receive in-store credit (in lieu of a check), the Consignor split is 50/50 (50% for the Consignor)

The staff at A Dress Change Consignment Boutique™ always do their best to protect your items from theft, loss, or damage; however, we will not be held responsible should one of these unfortunate events occur.

All merchandise left for consignment is at your own risk.

How does the consignor get paid?

Once a Consignor has established an account, they will be provided with their personal account number. From this point forward, the Consignor will then be able to access their own personal account remotely via the MyResaleWeb.com website. This allows the Consignor to monitor movement of their personal inventory, in real time.



As sales are made, each item that is sold gets credited to the appropriate Consignor, at the time of the sale. Credits accumulate and can be used at any time towards purchases made at A Dress Change Consignment Boutique™;

or

Checks are issued on the second (2nd) Friday of every month, when the Consignor's credit balance is Twenty Dollars (\$20.00) or higher, for items that sold the previous month.

Checks are available for pick-up by the Consignor ONLY.

If the Consignor's account credit balance is less than \$20.00, the balance then rolls over to the following month. If a minimum of \$20.00 credit balance has not been reached by the end of the next month, then the credit balance will be paid out at the end of the consignment period.

For purposes of accounting, checks are automatically voided after six (6) months. A Dress Change Consignment Boutique™ will not assume any responsibility for any checks left past six (6) months, nor will we reissue checks.



If credit balances under \$20.00 are not used as store credit or a check has not been requested and/or issued, the credit balance will be voided after one (1) year.

It is the sole responsibility of the Consignor to inquire as to whether a check is available for pick-up. We encourage the Consignor to check their account balance online first as, between assisting in-store shoppers and pricing incoming items, our computer is constantly in use - thus, making it extremely difficult for us to look it up, on your behalf.

Additionally, it is the sole responsibility of the Consignor to promptly notify A Dress Change Consignment Boutique™ of any address, email, or phone number changes.

