

SUCCESSFUL CONSIGNMENT HINTS & INSTRUCTIONS

Thank you for reviewing the following consignment tips. By following them, you will find that consigning at the Woman's Exchange is a simple and easy process that is worthwhile and profitable for all.

- Before loading up your car on consignment day, dial **955-7873** to listen to our recorded message. It is our best source for letting you know what will not be accepted on any given day due to such situations as temporary overstocks.
- **Prior to arriving at The Woman's Exchange, it is important that you label each item with your account number using a piece of masking tape that is approximately 1" long.** This helps to ensure that your consignments are properly credited to your account. This means that *every* dish and *every* glass in *every* place setting needs to be labeled. Masking tape is preferred because it does not ruin an item's surface. It is best to place the masking tape on the bottom of each item, taking care to avoid covering any manufacturer's mark or label that might provide valuable information to our appraisers and customers.
- Consignors are limited to one shopping cart full of items per consignment day.
- **Consigned items must be in excellent condition.** Our customers are not interested in soiled, stained, chipped or cracked merchandise, and such items will be rejected.
- Tableware dishes, glasses, etc. will be accepted only in sets of 4 or more.
- Silver and silver plate items must be polished.
- Clothing is only accepted on the first 3 consignment days of each month, and consignors are limited to 20 garments per consignment day. Clothing must be in style (unless truly vintage or antique), of good quality (no discount house brands) and in wearable condition. Each item must be on a hanger and labeled with your account number placed in the neck or waistband of the garment. Again, please use masking tape.
- Consignors are limited to no more than 25 pieces of jewelry per order. If any piece to be consigned is sterling, gold, platinum and/or has gem stones, please bag them separately and label as such with masking tape on the bag, not the jewelry.
- All linens, including table cloths, curtains, sheets, blankets, comforters, bedspreads and dust ruffles, must be labeled with your consignment number. Also please indicate the size. They must be of good quality, odor free and not stained or faded.
- Battery operated items, such as watches or clocks, must have batteries installed and be in working order.

Thank you for your cooperation. Your efforts will help the Woman's Exchange maintain its reputation as a quality consignment store that attracts shoppers from across the United States and throughout the world.