

# THE UP & DOWN CLOSET CONSIGNOR CONTRACT

EMPLOYEE NAME: \_\_\_\_\_

CONSIGNOR ID CODE: \_\_\_\_\_

## Please Print Legibly

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

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

## PLEASE CIRCLE ONE OF THESE TWO CHOICES

### AT THE END OF THE CONSIGNMENT PERIOD, I CHOOSE TO:

1. **Donate Unsold Items** – I would like The Up & Down Closet to donate any unsold items to a community non-profit program. I will receive an annual donation letter for tax purposes.
2. **Pick Up Unsold Items** – I will call to schedule an appointment to pick up my unsold items BEFORE the end of the 90-day consignment period. **I understand and agree that it is my responsibility to keep track of the ending date of my consignment period and that items left beyond 90 days may be donated at any time.**

**I have been given an Up & Down Closet Consignor Policy statement (5/1/2011).**

**I have read it carefully and agree to all of its terms.**

**Consignor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Updated 5/1/2011