

# BACK ON THE RACKS

YOUR PARTNER IN CONSIGNING

## Consignment Policies

### GUIDELINES

At Back On The Racks, we accept designer and brand name women's clothing and accessories, infant and children's clothing, maternity clothing, and all types of baby gear.

See Brands We Love & Baby Gear We Love at <http://www.backontheracks.com/consign.htm#bwl>

#### Clothing and Accessories

Clothing should be like new and relatively current styles (bought within the last 2-3 years).

All clothing **MUST** be freshly laundered (**within 1 week**) and **completely free of: smoke or other odors**, wrinkles, stains, holes, fading or excessive wear. We do not accept undergarments of any kind and we only accept brand new bathing suits with the tags still attached.

We accept clothing based upon seasonal demands. Our accepting schedule is as follows:

January through June – Spring and Summer clothing \*

July through December – Fall and Winter clothing \*

\* We accept jeans year-round.

Zippers must work, all buttons present, and all snaps, buttons, and zippers should be fastened.

See our tips for Preparing Your Items at <http://www.backontheracks.com/consign.htm#prepare>

#### Gear, DVDs, and Books

Please ensure that all baby gear meets all current safety standards, has not been recalled, is clean, free of smoke or other odors, working, new within the last 4 years, not missing any parts, and has working batteries installed (if applicable). Please include all manuals and packaging whenever possible.

DVDs must be in excellent, like new condition and must be in their original cases.

Books must be in excellent, like new condition with good covers and no markings.

We are always concerned with the safety of our littlest customers so please check the safety of your baby gear at <http://www.cpsc.gov> before bringing it to Back On The Racks.

See our tips for Preparing Your Items at <http://www.backontheracks.com/consign.htm#prepare>

## HOW TO CONSIGN

### First-Time Consignors

Carefully sort through your items and select the best for our review. Best means: most popular brands, most expensive, best condition, most current styles, NO stains, NO wrinkles, appropriate season, etc. Bring in **up to 30 items** any time during business hours (**please call first**). We will review your items and return any “no thank you” items to you. We will also give you your Consignor Account Number which you will need for future consignments.

To speed up your appointment you may print and fill in our consignment agreement ahead of time:

**Printable Consignment Agreement** - <http://www.backontheracks.com/BOTRConsignAgree.pdf>

### Repeat Consignors

After you have received your Consignor Account Number, you may choose your method of consignment from the following: bring items in **up to 30 items** any time during business hours (please call first), make an appointment outside of normal business hours, or use our convenient **Drop & Run** service which will save you valuable time. Whichever method you choose, please carefully sort through your items and select the best for our review using the guidelines listed above. If you choose to come in during business hours, **please call first** to ensure that we will be able to assist you with your consignment when you arrive and that we are accepting consignments.

**Drop & Run Description** - <http://www.backontheracks.com/consign.htm#dandr>

If you choose to use our Drop & Run service you will need to fill out a Drop & Run Agreement:

**Printable Drop & Run Agreement** - <http://www.backontheracks.com/DropAndRunAgree.pdf>

### All Consignors

**Clothes brought in plastic or paper bags will not be accepted!** Women’s clothing **must** be brought in on hangers. Kids’ clothing must be brought in either on hangers or folded neatly into boxes, plastic bins, or laundry baskets.

If you choose to use our Drop & Run service, our staff will e-mail you a receipt and let you know if there are any “no thank you” items to be picked up (unless you have stated on your Drop & Run Agreement that you prefer to donate these items). **Items not picked up within 24 hours of notification will become the property of Back On The Racks to be processed, donated, or disposed of.**

There may be items that we are unable to accept, please don’t be offended. Our customers’ preferences must be our selection guidelines. The pickier we are when selecting items for consignment, the better shopping experience you will have and the more money you will make!

We will display your items for **2 months** starting the day they are put on the floor. **Pricing, markdowns, and periodic sales are at the discretion of Back On The Racks.**

If you’d like unsold items returned to you after their consignment period, **it is your responsibility** to contact us within 5 days of the expiration date. Call ahead to have the items ready for pick up. **Items not retrieved within 5 days of the expiration date become property of Back On The Racks.**

## **PAYMENT TERMS**

Once an item sells, **40% of the final selling price, less taxes and buyer's fees** (a small buyer's fee, which is paid by the buyer, not the consignor, is added to the price of all items), will be credited to your account. Come in any time for any money owed to you. We mail checks every quarter for any account balance that is over \$75, just in case you haven't been in.

If you come in to Back On The Racks, you can collect your money via store credit, cash (\$25 and under), or check (over \$25). Consignor will be required to present their Consignor Account Number and Personal ID to collect any money that is owed.

## **THANK YOU**

Thank you for taking the time to read through our consignment policies. If you have any questions you can either call us or contact us via E-mail and we will be more than happy to help you. We look forward to working with you and serving you!