

**Consignment Agreement**

(revised 12/29/11)

Potomac West Interiors & Antique Gallery  
Not Too Shabby Antiques & Consignments

1515-1517 Mt. Vernon Avenue

Alexandria, VA 22301

(703)519-1911/(703)519-3555

[Nottooshabbyconsignments@verizon.net](mailto:Nottooshabbyconsignments@verizon.net)

Customers interested in consigning must make an appointment. Potomac West Interiors & Antique Gallery (PW) and Not Too Shabby Antiques & Consignments (NTS) reserve the right to accept or decline any consignment item. All consignment items must be clean and free of dust or stains and in desirable condition and quality for resale. Please consult our list of items we do not accept.

Consignors must email or bring photographs of furniture to be approved for consignment. Once PW/NTS has agreed to accept items on consignment, the consignor will deliver the consigned items at a date and time mutually agreed upon. **A maximum of 15 items** may be brought in at any given time; an inventory listing all items must be included.

All items will be cataloged and numbered with a consignor ID number and stock number. PW/NTS are not responsible for loss, damage, or theft of any consigned item.

PW/NTS agree to pay the consignor 40% of the selling price. Should PW/NTS need to repair a consigned item, a repair fee will be deducted from the proceeds of the sale prior to the commission split.

**After 30 days, PW/NTS will automatically discount items over \$35 by 20%. After another 30 days, a final discount of 20% will be taken. PW/NTS may discount an item by an additional 10% at any time during the 90-day consignment period if needed to make a sale.**

Consignors may pick up consigned items at any time during the 90-day consignment period. Any items removed must be signed out of the PW/NTS consignment inventory. **It is the sole responsibility of the consignor to pick up consigned merchandise after three months. Merchandise left longer than 3 months is forfeited and becomes the sole property of PW. Your forfeit date is \_\_\_\_\_.**

Consignors wishing to pick up their items on or before the forfeit date must notify PW/NTS 48 hours prior to pick up. That will allow our staff time to locate any remaining pieces.

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

Consignor Name (please print) \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_