

User id :

Password :

\*Account No. \_\_\_\_\_

\* Issued at <http://www.myconsignmentmanager.com/economypto>

## ACCOUNT CONTRACT

### WYCKOFF PTO ECONOMY SHOP, INC.

399 Main St., Wyckoff, N.J. 07481

201-891-5765

E-mail: [Wyckoffeconomy@gmail.com](mailto:Wyckoffeconomy@gmail.com)

This Contract Agreement for the school year **2019/2020** represents the entire agreement between the Wyckoff PTO Economy Shop, Inc. (hereinafter referred to as the Shop) and the merchandise consignor.

### PLEASE READ CAREFULLY BEFORE SIGNING

1. **OPENING AN ACCOUNT:** The annual fee for opening an account is **\$8.00**(non-refundable). Consignor must fill out front and back of this Account Contract. A Valid Account Number will be assigned once these requirements are met. "Express" consignors may open 2 accounts and must enter their items online at home. "Non-Express" consignors may open 1 account and shop personnel will enter their items for them.
2. **RECEIVING AND SELLING:**
  - A. Each account may consign up to 8 items per week for each \$8 opening fee paid.
  - B. **Items must be salable, conform to Shop policies and may be consigned by appointment only during the Receiving hours. The Shop will not accept items that are soiled, stained, torn, out of style, out of season, missing pieces or parts, or broken. Please help us to maintain a standard of providing "gently used" and "like new" merchandise.**
  - C. Express consignors must enter their items at home through our online system. See written detailed instructions provided. Tickets will be printed on the appropriate color or card stock when they arrive for their appointment for that week.
  - D. Receiving personnel will assist non-express consignors with the following when they arrive for their appointment:
    - I. Suggesting a fair price for items if requested, with a minimum amount of \$1.00 per item. Items are to be priced in whole dollars only.
    - II. Proper completion of sales tickets and account information using our computer system Tickets will be printed on the appropriate color of card stock for that week.
  - E. All consignors are responsible for application of masking tape (must include their account number, item number, price and disposal date), attaching printed sales tickets to items and placing items in appropriate area of the Shop.
  - F. Merchandise disposal dates are determined the week they are consigned and are indicated ticket color. Correct ticket color and disposal date will be listed in the receiving area.
  - G. Consigned items remain your property for 4 weeks. Disposal dates are posted at the Shop as well as on the Shop's website. **If Consignor wishes to take back unsold items, they must be reclaimed by the disposal date.** Consignor is responsible for locating their items and must remove tags from Removed Items. Consignor needs to staple together, initial and date removed tags and place in Removed Items Box.
  - H. **Unsold and unclaimed items become property of the Shop after the disposal date. Consignor MAY NOT remove items after the disposal date.**
  - I. **The Shop reserves the right to reject consigned items deemed unacceptable. The Rejected Items Book will give the detail of the item and reason for rejection. The item will be placed Rejected Items Bin until the disposal date. An email will be sent to the Consignor advising them that one of their items has been rejected.**
  - J. The Shop reserves the right to limit or suspend receiving of seasonal merchandise, items with which the Shop is "overstocked" and items deemed too large for our space.
  - K. Please refer to notices in the Receiving area for additional information regarding receiving policies and procedures.

***IMPORTANT: WYCKOFF PTO ECONOMY SHOP WILL NOT BE HELD RESPONSIBLE FOR DAMAGE OR LOSS OF ANY CONSIGNED ITEMS DURING THE CONSIGNMENT PERIOD. EVERY EFFORT IS MADE TO MARKET AND PROTECT ALL ITEMS IN THE SHOP.***

### 3. PAYMENT OF ACCOUNTS

- A. Consignor accounts will be credited for sixty percent (60%) of selling price of items sold during the consignment period.
- B. Consignor receives **no credit for items sold after the disposal date. No exceptions.**
- C. Checks will be issued 4 times during the year in mid-November, mid-January, mid-March, and mid-May. **Checks must be signed for and picked up at the Shop.** An email will be sent out to all consignors when they are ready to be picked up.
- D. **All checks must be cashed within 90 days. After 90 days, checks are null and void.**
- E. Account Contract must be in the file in order for checks to be issued.

**BY SIGNING BELOW, I HAVE READ, UNDERSTOOD AND ACCEPT THE FOREGOING CONDITIONS.**

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CONSIGNOR'S SIGNATURE

