



1555 SE Delaware, Suite J | Ankeny, IA 50021 | (515) 964-2344 | www.urbandmixshop.com

Thank you for your interest in consigning with Urban Mix. Please find the following information attached:

- Informational Form
- Consignor Agreement (Terms & Conditions)

We accept consignments during store hours, or by appointment. However, keep in mind that if we are assisting customers during normal store hours, we may not be able to immediately assist you, so we highly recommend you call in advance and schedule an appointment.

When you call for an appointment, please give us some idea as to the volume of items you will be bringing. Furniture is to be delivered to the back door, marked Suite J. To schedule an appointment, please call 964-2344 or 480-2311—we will get back with you within 24 hours.

Current store hours are as follows. However, we may be expanding to Wednesdays in the near future:

Thursday: Noon to 8 PM

Friday: 10 to 6 PM

Saturday: 10 to 5 PM

Sunday: 1 to 5 PM

Please print the next page completed if you would like to consign with us.

Thank you for your interest!

Linda Cummings, Owner & Margo Fox, Manager

Date _____ Assigned Consignor Number _____

Name _____

Address _____

Telephone/Cell _____ Tax ID/TIN: _____

Email _____

Would you like to pick up payments or have them mailed? YES _____ NO _____

If mailed, we will deduct \$1.00 from your check to cover processing and postage.

Persons authorized to pick up checks: _____, _____, _____

Checks can be picked up on either the 17th or 3rd of each month, based on last name, as follows:

A through L 17th M through Z 3rd

Only names listed on the consignor account may pick up payments, and those people must show a photo ID.

Consignor Agreement Terms & Conditions

Urban Mix and Consignor agree to the following terms of consignment:

1. Urban Mix consigns gently used, quality home décor, furniture, and re-purposed items. We do not accept clothing, jewelry, most collectables, tools, etc. We are seeking items in good to excellent condition and ready to use. All items—especially upholstered furniture—must be clean, stain free, and have no rips or tears. Home décor items should be relatively current or traditional in style. Emailed digital photos of furniture are appreciated for purposes of pre-approval. Urban Mix reserves the right to deny any item without explanation. Further, any item not meeting the quality standards of Urban Mix will not be accepted.
2. A one-time set up fee of \$5 will be collected with your first drop off.
3. Urban Mix retains 40% of the selling price off all sold items. The consignor receives 60%.
4. Consignor items will be reduced in price over time, based on the following schedule: 25% reduction in price after 60 days, 50% reduction in price after 90 days, 75% reduction in price after 120 days OR item can be picked up by the consignor.
5. Items left for consignment cannot be removed from the store during the first 120 days, without implementation of a “buy back”. Under a “buy back” the consignor can take the item back out of the store for a fee equal to 10% of the original selling price, which is considered a rental fee. There is NO fee pick up the item after 120 days, BEFORE the price is reduced to 75% of the original selling price.
6. The consignor determines the selling price of any store item. However, Urban Mix staff is available to assist with pricing of merchandise, and the original asking price of any item should fall within usual and customary prices for used goods. To determine appropriate selling prices, a consignor can refer to other merchandise within the store, EBay, Craig’s List, or other sources to help establish an appropriate starting price.
7. Urban Mix is not responsible for lost, stolen, or damaged items. Urban Mix will do everything possible to prevent such losses.
8. Payments to consignors can be converted to store credit at any time.
9. Pick up/delivery of consigned items can be arranged. Pricing ranges from \$25 for one trip and up to three large items (including furniture), to \$45 for an entire truck load within a 10 mile radius. Fees are to be paid in cash at the time of pick up.
10. Urban Mix will collect and pay all applicable sales tax.

Consignor Signature

Date