Westside Antiques Mall
6676 Odana Rd
Madison, WI 53719
(608) 836-8881

Consignor #
Name _____
Address _____
Zip _____ Phone # _____

Receipt for Consignment of Merchandise for Sale

Item Number	Description	Condition

Conditions of Consignment
Westside Antiques agrees to research, tag and price the items or items above for the purpose of selling the items on the behalf of the consignor. We are not guaranteeing a set selling price nor date upon which items will be sold. Should Westside Antiques engage in any further efforts to sell the items, said services will be deducted from the selling price. Services are not limited to but including: pick-up ($50 for each large items, $15 per box of smalls), repairs, cleaning, dry cleaning, light bulb replacement, professional cleaning, professional restoration, advertising, rearranging multiple times in store, delivery, credit card sales fees, over the phone credit card fees, returned check fees, photo copies, mailing and handling fees, additional research work, and security fees. The consignment rate is _____%.

Remittance
Westside Antiques authorizes check disbursement twice per month. For dealers, checks are written every two weeks. For consignors, there is a 45-day wait after the day of the sale and then they are rolled into the bi-monthly dealer check periods. Periods are the 1st of the month through the 15th and the 16th of the month through the end of the month. There is a 5-day tabulation period after which checks are available for pick-up at the front counter after 4pm. Anyone who wishes the check to be mailed, must put this request in writing and have it on file at the time of consignment. It is the consignors' responsibility to update their current address in writing and must include their consignor number. Once mailing is requested, consignors may not also "drop in" and pick-up checks. Mailed checks take up to 4 business days to be processed. There is a $25 fee to re-issue a check that is lost. It is not Westside Antiques staff responsibility to provide phone updates, "look up a sale" or to provide sales updates and prices to consignors. Periodic review of their account is accepted each month. If consignor requests sales staff to update them on their account, search the store, or confirm pricing, there will be a $15 fee for their time absorbed with said activity that has distracted them from the primary job of selling to prospective buyers.

Withdrawal of Merchandise
Should a consignor elect to withdraw merchandise once research and tagging is done, there is a $65 per items handling and research fee that must be paid to retrieve said items. If consignor agrees to these terms during a House Call and the items are not delivered to Westside Antiques for sale, there is a $65 fee for the house call. Items left for more than one year become the property of Westside Antiques to dispose of as it see fit unless a written request to retrieve items is received via the US Mail within 30 days after the items have been at the store for a year. Westside Antiques may liquidate items to recoup unpaid fees and or for abandoned merchandise as mentioned above. Retrieval of merchandise must be by appointment and all tags must be accounted for as the items are removed and matched to the consignment receipt. If any items are removed by any other process, Westside Antiques accepts no responsibility for items not accounted for. It is the consignors' responsibility to insure said merchandise.

Terms and Conditions

The terms and conditions of this consignment agreement are subject to change without notice. The signature below represents that I have received a copy of this agreement and agree to the terms and conditions listed above.

Signature_____ **Date** _____

© 2007 WAM