

 **Greene Street Trade/Consign Policy Agreement**

Please read carefully, and bring valid ID and a completed/signed copy of this agreement with you to your appointment.

Customer must agree to the below 6 Important Policies by INITIALING (FULL SIGNATURE ALSO REQUIRED ON PAGE 2):

1. _____ You agree to **OPT-IN for (non-promotional) communication via EMAIL and/or TEXT message** re: items you drop off.
2. _____ **A Processing/Handling Fee of \$4.99** will be deducted from your commission payment for each Drop-Off.
3. _____ **Greene Street does not negotiate pricing.** Once priced, accepted items go out for sale *immediately*.
4. _____ Items are typically processed/priced **within 7-21 days** after drop-off; often much sooner.
5. _____ If you have items **originally retailing over \$500, you may request a High End Form** to complete at drop-off. This form allows you to provide additional info & to request a pricing call on applicable items, & includes additional policies.
6. _____ **Reclaim/Unsold Items:** you may reclaim unsold items **by scheduling an appointment for a date that is ON OR UP TO 3 DAYS BEFORE YOUR RECLAIM DEADLINE.** Goods left in the store after the 45 day selling period cannot be retrieved.

You must select your PAYMENT METHOD prior to leaving your items and THIS CANNOT BE CHANGED LATER:

Circle one:

TRADE / STORE CREDIT

Paid day after Pricing.

Greene Street Selling Price	TRADE Commission YOU receive:
\$0-24.99	50%
\$25-199.99	
\$200-499.99	50% consigned*
\$500-2,499.99	60% consigned*
\$2,500-7,499.99	70% consigned*
\$7,500 and up	80% consigned*

PAYPAL / CONSIGNMENT

Paid within 2 weeks after 45-day selling period.

Greene Street Selling Price	CONSIGN Commission YOU receive:
\$0-24.99	30%
\$25-199.99	40%
\$200-499.99	50%
\$500-2,499.99	60%
\$2,500-7,499.99	70%
\$7,500 and up	80%

*Items priced \$200+ will automatically be **consigned**, and you will be paid for sold items after the 45-day selling period.

PASSED-ON ITEMS: What would you like to do with any passed-on items?

Circle one: **PICK UP[†]** **RECYCLE**

[†]If your passed-on items are damaged and/or unlaundered, Greene Street reserves the right to direct-donate those items via Green Drop.

CUSTOMER MUST COMPLETE BELOW SECTION, AND THEN SIGN THE BOTTOM

Customer **Name** (printed): _____

PayPal Email (for CONSIGNMENT/PAYMENT): _____

Regular Email (for COMMUNICATION): _____

Phone Number: _____

Mailing Address: _____

By signing below, customer is agreeing to ALL Terms & Policies as laid out on BOTH PAGES of this Policy Agreement.

Customer Signature: _____ **Date:** _____

To be completed by Greene Street employees:

INTAKE – Drop-Off Date: _____ Employee: _____ Bag/Bin Count: _____ Process Date: _____

KEYING – Employee: _____ Contract #: _____ On (date): _____ Accepted: _____ Passed (y/n): _____

SEE NEXT PAGE FOR ADDITIONAL IMPORTANT POLICIES. ALL POLICIES APPLY.

General

- **Greene Street does NOT negotiate pricing, and items may NOT be removed early from the contract.** *Your items will be valued based on resale industry standard pricing for similar items.*
- Expired unsold and unclaimed items become property of Greene Street – this includes Passed-On items as well as Expired items left after the 45-day Consignment contract period; this also includes accepted Trade items.
- Greene Street often donates a portion of the goods or profits from expired, passed-on and other GS Property goods to local charities.
- **Greene Street is not responsible for missing, lost, stolen, damaged, etc items.**
- Greene Street does not provide Tax Receipts as we are **not** a non-profit organization.
- **Greene Street does not sell faux/replica designer or other goods.** If Greene Street is unable to verify authenticity of item(s), they will be passed-on. Greene Street reserves the right to refuse a suspected faux item at any time. If a sold item is discovered to be faux within 180 days after the Expire Date, Greene Street will require the consignor to pay back the commission either via Store credit or PayPal invoice.
- Payment questions should be sent to our corporate offices via payment@greenestreet.com. Our stores do not handle payments.

Dropoff and Processing of Items

- You have screened your goods to ensure they fit within our guidelines.
- You are over 18 and verify that you **legally own the items** that you are dropping off.
- **You will not list your item(s) for sale online or with other businesses/stores while items are at Greene Street.**
- All items are typically processed/priced within 14-21 days. You will be given an estimated Process Date at drop-off.
- Your contract will be EMAILED to you at time of pricing, typically SOONER than the Process Date – check your spam/promotions folder. Items will immediately go out for sale. The 45-day contract period starts on the actual date that items are priced/processed. Contract email includes accepted items and prices, info regarding passed-on items, policy reminders, Expire Date and Reclaim Deadline.
- **High-End / Designer Items** - If you are dropping off item(s) originally retailing over \$500+ each, you may **request a High End Form** at drop-off. The form will allow you to provide additional info to aid us in pricing, and allows you to request a call to approve pricing. **If you do NOT complete a High End Form, qualifying items will be priced and put out for sale** without contacting you for approval. **Items may not be removed early from the 45-day contract period.** See **High End Form** for additional steps & Policies.

Passed-On Items

- Some or all items may be passed-on at time of pricing. Greene Street reserves the right to directly donate damaged and/or dirty Items via Green Drop at our discretion, regardless of whether you select Pick Up or Recycle.
- If you opt to **PICK UP** passed-on items that have not been donated, please BYO bag when you pick up. You will be given a **Pick Up Deadline at the time of drop-off; passed-on items must be picked up on or before this date.** Passed-on items become Greene Street property immediately after the Pick Up Deadline; they will not be returned to you, nor will you be compensated for them. If we pass on **all** items, we will email you separately; the \$4.99 fee will be waived. These items must be picked up within 1 week from the email.
- If you opt to **RECYCLE** your passed-on items, they will become property of Greene Street and will not be returned to you.

TRADE TERMS:

- You will receive TRADE credit/commission for **all** accepted items, processed at the end of the business day your items are priced.
- TRADE payment will be paid to your customer account, available for use 24 hours after items are processed/priced.
- TRADE payment is much like a Store Credit and can be used to purchase merchandise in any Greene Street store.
- If you selected TRADE at drop-off and **item(s) are priced over \$200, they will be CONSIGNED.** Consignment Terms (below) will then apply.

CONSIGNMENT TERMS:

- Your items will be CONSIGNED if 1.) You select **Consign** at drop-off; **and/or** 2.) Your items are **priced over \$200.**
- **RECLAIM DEADLINE:** Unsold, CONSIGNED items may be **reclaimed by scheduling an appointment for a date that is on or up to 3 days BEFORE the RECLAIM DEADLINE.** If you contact Greene Street after this date, you forfeit your right to reclaim; no unsold items will be returned to you and you will not be compensated for them. See "Reclaim" section below for reclaim rules.
- **Expire Date:** CONSIGNED items will sell for a 45-day selling period. The last day of this time period is called the Expire Date. Items automatically become property of Greene Street immediately after this date.
- **CONSIGNMENT commission is paid via PayPal** for all items sold within the 45-day contract period. PayPal payments are paid within 14 days after the Expire Date. If you provide the incorrect PayPal email address, your CONSIGNMENT commission payment will be delayed. Please check your personal information carefully at drop-off. PayPal email address changes/updates must be made prior to the Expire Date.
- Greene Street reserves the right to mark down items at our discretion; CONSIGNMENT commission/payment in this case will be affected.

SALES UPDATES AND RECLAIM OF CONSIGNED, UNSOLD ITEMS:

- You may not request a CONSIGNMENT contract sales updates until up to 3 days BEFORE your Reclaim Deadline. CONTACT the STORE on or up to 3 days before your Reclaim Deadline to find out what is left to Reclaim. The store will provide your updated contract, noting sold and unsold items. If you wish to **RECLAIM UNSOLD ITEMS, you must schedule an appointment for a date that is ON OR UP TO 3 DAYS BEFORE YOUR RECLAIM DEADLINE** by visiting greenestreet.com/reclaim. We do not allow walk-in reclaims; an appointment MUST be made online, where you will have the following two (2) options:
 1. **Reclaim Yourself, FREE-of-charge: Schedule an appointment for a date that is ON or up to 3 days BEFORE your RECLAIM DEADLINE.**
You will pull your unsold items from the sales floor yourself. The store will provide you with your contract and other helpful tools. If you require **any** further assistance, you may ask the staff to help by initiating the Reclaim Concierge Service for \$9.99. OR
 2. **Reclaim Concierge Service, for \$9.99:** This service allows the store team to locate your unsold items for you. You may request this **service by scheduling an appointment for a date that is ON or up to 3 days BEFORE your RECLAIM DEADLINE.** The fee will be waived for contracts containing only unsold items priced \$200+. The NON-REFUNDABLE fee of \$9.99 is due when you book your appointment online. It may take the store up to 72 hours to pull your unsold items, and they will do their best to find all items. You must pick up items on the day of your Reclaim Concierge Appointment. Items will not be held for you after this date.