

## 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.**

**By leaving your items, initialing and signing below, you are agreeing to ALL Greene Street policies (pages 1-2):**

1. \_\_\_\_\_ You have **screened your goods** to ensure they fit within our guidelines.
2. \_\_\_\_\_ You will **not list your item(s) for sale online or with other businesses/stores** while items are at Greene Street.
3. \_\_\_\_\_ A **Processing/Handling Fee of \$4.99** will be deducted from your commission payment for each Drop-Off.
4. \_\_\_\_\_ **Greene Street does not negotiate pricing.** Your items will be valued based on resale industry standard pricing for similar items. Once priced, accepted items go out for sale *immediately*.
5. \_\_\_\_\_ Items are typically processed/priced **within 14-21 days** after drop-off.
6. \_\_\_\_\_ 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 add'l terms.
7. \_\_\_\_\_ **Payments: Trade commission is paid via Store Credit** paid the day after pricing; **Consignment commission is paid via PayPal** paid within 14 business days after Expire Date.
8. \_\_\_\_\_ **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** – either in person yourself, free-of-charge; OR **should you wish to have unsold items pulled for you, a \$9.99 Reclaim Concierge Fee applies.** Important Reclaim Policies are on the next page.
9. \_\_\_\_\_ **Damaged and/or Unlaundered Items** may be directly donated to Green Drop at Greene Street's discretion, regardless of whether you select Pick Up or Recycle.

**Select your payment method – you must select prior to leaving your items and *this cannot be changed later*:**

**Circle one:**

### TRADE / STORE CREDIT

Greene Street Selling Price	TRADE 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

Greene Street Selling Price	CONSIGN 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<sup>†</sup>**

**RECYCLE**

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

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name (printed): \_\_\_\_\_

**PayPal** Email Address (for payment): \_\_\_\_\_

**Regular** Email Address (for correspondence): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

#### **To be completed by Greene Street employees:**

INTAKE – Employee: \_\_\_\_\_ Bag/Bin Count: \_\_\_\_\_ Process Date: \_\_\_\_\_

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

## Dropoff and Processing of Items

- You are over 18 and verify that you legally own the items that you are dropping off.
- All items are typically processed/priced within 14-21 days. You will be given an estimated Process Date at drop-off.
- A \$4.99 Handling Fee will be taken from the commission payment for each drop-off.
- Your contract will be emailed to you at time of pricing – 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 item descriptions and prices, whether or not you have any passed-on items, policy reminders, Expire Date and Reclaim Deadline.

## 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 Date at the time of drop-off; passed-on items must be picked up on or before that date. Passed-on items become Greene Street property immediately after that date; 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.

## General

- **Once you select your Trade or PayPal payment method (at Drop-Off), it cannot be changed.**
- Refer to **Sliding Scale Commission Chart** (page 1 of Policy Agreement) for Trade and Consignment commission structure.
- We do not negotiate pricing. Once you leave your items, they will not be returned to you. Items may not be removed from the contract.
- **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 we are unable to come to an agreed-upon price, we will happily pull the item from your contract and set it aside for you to pick up. If you opt for a call, you will be called to confirm pricing. If we are unable to reach you via phone, we will contact you via email. If we do not hear from you within 48 hours of calling/emailing you to verify pricing, Greene Street will assume that you agree with our pricing and your item(s) will be put out for sale.
- 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/Trade credit or PayPal invoice.
- 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 does not provide Tax Receipts as we are **not** a non-profit organization.
- Payment questions must be sent to our corporate offices via [payment@greenestreet.com](mailto:payment@greenestreet.com). Our stores do not answer payment inquiries.
- **Greene Street is not responsible for missing, lost, stolen, damaged, etc items.**

## 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 apply in this case.
- All accepted TRADE items become property of Greene Street immediately after processing; no accepted items will be returned to you.

## 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 business 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 before your Expire Date.
- Greene Street reserves the right to mark down items at our discretion; CONSIGNMENT commission and payment in these cases will be affected.

## CONSIGNMENT – Sales Updates / Reclaim / Unsold Items:

- We do not provide CONSIGNMENT contract sales updates until up to 3 days BEFORE your Reclaim Deadline. 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](http://greenestreet.com/reclaim), 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 yourself. The store will provide you with your contract and some helpful tools to aid you in finding your unsold items. If you require *any* further assistance, you may ask the staff to help by initiating the Reclaim Concierge Service for a \$9.99 fee. OR
  2. **Reclaim Concierge Service, for \$9.99:** 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+. You must follow the instructions on our website carefully. **1.)** Email your drop-off location and include your Full Name, Contract Number and the words “Reclaim Request” in the Subject Line. **2.)** The store will then reply with your updated contract, noting sold and unsold items. **3.)** You must **MAKE A RECLAIM CONCIERGE PICKUP APPOINTMENT** to initiate the service. The 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. The \$9.99 fee is **NON-REFUNDABLE**, even if you do not pick up your unsold items. You must pick up items on the day of your Reclaim Concierge Appointment. Items will not be held for you after this date.