



243 W. Main St, Northboro, MA 01532

www.craftworkscoop.com

508-393-9435

CONSIGNMENT AGREEMENT

It is agreed to and accepted by the consignee that any merchandise entrusted to Craftworks, now or in the future, and all matters of handling of same shall be subject to the following conditions:

1. Items for consignment will be juried by the membership. A onetime non-refundable application fee of \$10 is required.
2. All items for sale will be tagged by the consignee, or a complete listing provided by the consignee for input into Craftworks POS system (Point of sale system) as per instructions. Information provided will include the consignee membership number, item inventory number and retail price. Tags should be large enough to support a 1X1inch sticker as produced by Craftworks.
3. Craftworks will attempt to sell merchandise at the price set by the consignee, but in the event of an error, the consignee will receive 60/75 % of the selling price, whichever is applicable per type of membership.
4. The consignee authorizes Craftworks to display and/or sell any article left on consignment. Craftworks reserves the right to limit the amount of consignment inventory placed in the store. Inventory needs to be replenished/ rotated on a regular basis and/ or as requested by Craftworks. Likewise, inventory is not to be pulled from the shop to stock craft fairs or any other business the crafter is involved in without prior approval from Craftworks.
5. Craftworks is liable to a commission of 40/ 25% store, and 60/ 75% consignee, depending on the type of membership. This percentage will apply to all retail items sold.
6. Craftworks will not be responsible for any loss of items left on consignment under this agreement including theft, damage, or any other loss. Insurance coverage is entirely the responsibility of the consignee for items left at the shop.
7. Checks will be ready on or before the 20th of the following month. Commission money will be deducted from the sales amount and an inventory statement of sold items will be included. *Checks will be mailed, if the consignee provides Craftworks with self-addressed stamped business sized envelopes*, otherwise the consignee should make plans to stop in to pick their checks up. If the consignee has no sales for the month no notification will be sent out.
8. *NOTE: Any checks not claimed within 6 months, those monies revert back to the shop.*
9. Two copies of this agreement will be signed, one retained by Craftworks, and the other by the Artisan.
10. Sales may be subject to review after six (6) months. Craftworks reserves the right to terminate this agreement as deemed necessary. Working consignees are to follow shop procedures as outlined in the Procedure Manual.
11. Working Consignees are asked to give the shop 30 days' notice of their intent to terminate their membership; while non-working consignees are asked to give Craftworks 2 weeks' notice prior to removing their stock.
12. Thirty (30) days after notification, crafter's inventory not removed from the shop will be disposed of as Craftworks so deems.

Name: *Consignee* Print Name: Date:

Craftworks Rep:
Craftworks