WOODWARD ACADEMY PARENT COMMUNITY CONSIGNMENT SHOP

New Account Y ☐ N ☐ Consignment Contract • 404-765-4077 • consignmentshop@woodward.edu

Name:_____
(Last) (First)

Address: _____
(Street) (City) (State) (Zip)

Best Phone:_____ Email: _____Date:_____

Qty	Description of Item	Size	Selling Price	Data Input by

PS US LS WA MS WN
Woodward Academy Parent Community
Include → Involve → Enrich

TERMS OF AGREEMENT

The Consignment Shop is an activity of the Woodward Academy Parent Community. All proceeds will directly benefit the Academy and its students.

The Consignment Shop reserves the right to refuse or REMOVE/DISCARD/DONATE at any time any items which have been discontinued or do not meet the standards of the Academy or are overstocked.

The Consignment Shop WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CONSIGNED ARTICLES.

The Consignment Shop will retain ____40% ____50% ____100% (please check one) of the proceeds from sale of items as a donation to the school.

IT IS YOUR RESPONSIBILITY TO CONTACT THE CONSIGNMENT SHOP to receive proceeds from this consignment. Items and sale proceeds not picked up prior to the expiration date will be considered donations to the Parent Community. THIS CONTRACT WILL EXPIRE ONE YEAR FROM THE DATE OF CONSIGNMENT.

Checks for sale proceeds will be written any time the shop is open during the school year. Please allow us to mail checks during extremely busy times.

_____ _____
Consignment Shop Personnel (Please Print) Consignor

CONSIGNMENT TIPS

- Ensure all items are clean and in good condition (no tears, stains, broken zips, paint, etc.)
- Please organize by style, size, and color to speed up the consignment process.
- Items not suitable for sale can be left to donate to charity.