

SANDY SPRING MUSEUM

Gift Shop

Consignment Agreement

Consignment Operation

A 70% commission of gross sales will be given to the Consignor. 30% will be kept for the Museum. When sales exceed \$20, checks will be mailed to the Consignor. Checks are processed monthly, at the end of the month.

Inventory

Please complete the attached inventory sheet, keeping one copy for yourself

Display

Any display rack or helpful methods to display would be appreciated.

Marking Items

Mark each item with your 3 initials plus a number in sequential order with a tag that will not easily come off. This will be recorded when a sale occurs. Please use this system on your inventory sheet. Ex. SSM#1

Restocking

You are welcome to make an appointment individual appointment to bring in more merchandise. Each time you add or delete from your items, please update your inventory list.

Custom Orders

When custom orders are arranged through the Museum, the same consignment operation as above will apply.

Insurance

The Museum has an Insurance Policy which covers its furnishings and belongings. You, the Consignor, are responsible for any losses or damage to your merchandise due to theft, fire, water or other covered disaster. **The museum is NOT responsible for lost or damaged items.**

Consignor Signature

Consignee- Sandy Spring Museum

Consignor Name and consignor code (your 3 initials)

Mailing Address

Phone number

email