

**Greene Street Trade/Consign Policy Agreement**

**Please read carefully, and bring a completed copy of this agreement with you to your appointment.**

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

1. \_\_\_\_\_ You have screened your goods to ensure they fit within our guidelines.
2. \_\_\_\_\_ A **Handling Fee of \$4.99** will be deducted from your commission payment.
3. \_\_\_\_\_ **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.
4. \_\_\_\_\_ Items are typically processed/priced **within 14-21 days** after drop-off.
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 and to request a pricing call on applicable items.
6. \_\_\_\_\_ **Trade is paid via Store Credit** the day after processing; **Consignment is paid via PayPal** after 45 days.
7. \_\_\_\_\_ **Reclaim/Unsold Items:** you may **reclaim unsold items in person yourself, free-of-charge** (following our policies on page 2); however **should you require any assistance and/or wish to have unsold items pulled for you, a \$9.99 Reclaim Concierge Fee will apply.**
8. \_\_\_\_\_ **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.

**Commission is structured on a sliding scale based on Greene Street's pricing:**

Greene Street Retail Price	Trade	Consign
\$0-24.99	<b>50%</b>	30%
\$25-199.99		40%
\$200-499.99	50% consigned*	50%
\$500-2,499.99	60% consigned*	60%
\$2,500 and up	70% consigned*	70%

Select your **payment method** (you must select prior to leaving your items with us):

**Circle one:**                      **TRADE**                                              **PayPal/CONSIGN**

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

Select payment for items priced \$200+:                      **TRADE**                                              **PayPal**

**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: \_\_\_\_\_

Regular Email Address: \_\_\_\_\_

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.
- Greene Street does not provide Tax Receipts as we are **not** a non-profit organization.

## 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.
- Greene Street often donates a portion of the goods or profits from expired, passed-on and other GS Property goods to local charities.
- 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.
- 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.
- All accepted 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 on or up to 3 days before the RECLAIM DEADLINE (3 to 6 days before the 45-day Expire Date)**. 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 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; commission and payment in these cases will be affected.

## Sales Updates / Reclaim / Unsold Items:

- **We do not provide contract sales updates until on or up to 3 days BEFORE your Reclaim Deadline.** If you wish to reclaim unsold items, you must visit [greenestreet.com/reclaim](http://greenestreet.com/reclaim), where you will have the option to:
  1. **Reclaim Yourself, free-of-charge:** Make an appointment on our website 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 through our website 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 REPLY to the email in order to activate the service. 4.) It may take the store up to 72 hours to pull your unsold items, and they will do their best to find all items. Once goods have been pulled, the store will email you a one-week deadline by which you must pick up your Reclaim. The fee of \$9.99 is due at time of pickup.