

# OUT OF OFFICE

— Organizing + Boutique —

## Accepted Items Policy

Out of Office Boutique is an upscale in-store and online consignment boutique offering women and children's new and like-new clothing, shoes and accessories. We offer our customers only the best quality items and have strict guidelines and standards on the items that we can accept. We do not sell any "as-is" items. It is always at the discretion of Out of Office Boutique on what items will be selected and listed for sale in-store and online.

Many items brought in for consideration will not be accepted, this does not mean there is anything wrong with your items, we simply can only sell certain items that meet criteria that changes based on the season, styles, trends, condition and quality, demand and market rates.

The process for intake of your items is as follows:

1. Read, accept and sign copies of the Accepted Items Policy and the Consignment Client Agreements
2. Schedule an appointment to bring in your items. A maximum of 30 items may be brought in per appointment unless otherwise specified by Out of Office Boutique
3. Select the items you wish to consign using the guide below
4. Drop off your items at your appointment time or schedule a pickup (fee applies)

**IMPORTANT!** Items not meeting the minimum standard to be listed will be disposed or donated. We do not return items that we cannot sell. Do not use our services if you want unsaleable items back. You can always ask about whether or not items will be accepted at the time of drop-off. In addition, we do not return items that were selected but did not sell after the sale period of 90 days. Do not use our services if you want your items back that are unsellable or cannot be sold within 90 days. Out of Office Organizing accepts no responsibility for items that cannot be sold or that do not sell within the sale period.

## Guidelines for Selection

Most items that are new with tags will be accepted with the exception of certain brands, styles, seasonality.

Items that show any signs of wear, damage, pilling, odors, stains, or debris will not be accepted and will be immediately disposed or donated. There are some exceptions for vintage items and items that were manufactured to appear in these ways i.e. distressed denim.

All clothing and shoes MUST have a size tag or stamp in-tact

The minimum sale price of an item at Out of Office is \$12, ask yourself if you would pay at least \$12 for the item you'd like to list with us, if the answer is no, it probably is not a good item to bring in for selection.

All items must be freshly laundered or dry cleaned and free of excessive wrinkles

Signing below acknowledges that you have read and understand this Accepted Items Policy:

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_