

## **HOW DO I CONSIGN?**

- Gather all your items that have been stored away, and are begging for a new home.
- Use our pre-printed Consignment Item Sheet to list all your items, Don't forget the description and asking price. You can download this form from our website or pick it up at the Stock Exchange.
- Now you are ready to fill out a Consignor Contract, also available on our website. etc.
- Our super Members of Les Passees, working in the consignment area will take the forms and enter each item into the computer system. Remember we are all Volunteers!
- Sales tags will be printed for each item, and will be attached to each item. You may be asked to help tag.
- These tags allow for tracking your items so you can check on what has sold. You can find this complete list on our website as well.
- There is a \$20 charge for every 50 items you consign, so (1-50 items cost \$20; 51-100 \$20 more. If you have more than 100 items, please call (901) 685-5088 for an appointment. We will be happy to work with you individually.
- How much does each consignor make? 70% of the selling price goes to the consignor, and 30% goes to Les Passees. A check is issued to you at the close of the Stock Exchange for all the items you have sold. Remember you can track your progress every day online.
- We have approximately 3000 consignors each year, and they consign from 1 item to truck loads.
- This season we will not accept jewelry items under \$10, and no \$5 items will be available for de-consignment.
- Our newly updated website is [www.lpmemphis.org](http://www.lpmemphis.org). Check the form prompt in the header to download all forms.
- We wish you all a very successful season as we are celebrating our 30th Anniversary as well!