

HOW DO I CONSIGN?

1. Gather all your wonderful items that have been just floating around your house begging for a new home.
2. Clean and dust your items.
3. Pin, attach, or label each item in a series (i.e. pillow to sofa, shades to lamps, sets, etc.).
4. Take pictures of your items.
5. Use our pre-printed Consignment Item Sheet (available online under Stock Exchange, Forms at www.lpmemphis.org), or make a numbered list on a sheet of paper, to list your items with a description and asking price.
6. In describing the items, please include such things as SIZE, COLOR, STYLE and BRAND. Example: couch, blue silk, 6', \$250. The description is to help distinguish your item from other similar items.
7. Sort and pack like items together.
8. **Make an appointment** if 50 or more items are to be consigned on the same day. This will help ease waiting time and also allow for special attention. (You do not have to consign all of your items at the same time; you can consign as often as you wish.)
9. Special arrangements and **appointments** must be made for large items (furniture).
10. Come to the Stock Exchange between 10am and 2pm, Tuesday through Saturday. (No consignments are accepted on Sunday and we are closed on Monday.)
11. Please be patient when waiting in the consignment lines.
12. The friendly ladies of Les Passees working in the consignment area (receiving area in the back of the building) will take your list and enter your items into the computer.
13. A sales tag will be printed for each item you consign; attach the tags to the items you have consigned.
14. This sales tag allows for tracking of your item(s) so you can see which items have sold via our consignor sales website.
15. There is a \$20 charge for every 50 items you consign (1 to 50 items costs \$20; 51 to 100 \$20 more, for a total of \$40; etc.)
16. When an item is sold, the consignor is credited with 70% of the selling price, Les Passees retains 30%. You can make purchases against your credit. A check is issued to you after the close of Stock Exchange for the credit balance on your account.
17. We have approximately 4,500 consignors. They consign from one item to truckloads.
18. An average of 350+ customers shop at Stock Exchange each day.