



Maternity Xchange

SELLER'S CHECK LIST

Thank you for deciding to sell your clothing with Maternity Xchange. We specialize in Mid to High-end maternity apparel in FABULOUS condition. Items for sale must be ready to sell upon drop off. Drop off items folded neatly in bags only. **NO HANGERS** please.

BEFORE YOU DROP OFF PLEASE CHECK ALL THE FOLLOWING

1. **REGISTER ONLINE @** <http://maternityxchange.com/howtosell/sellersregistration.html>
2. **SORT YOUR ITEMS – *We ONLY accept:*** (please visit our website for exceptions to the following criteria)
 - CURRENT STYLES: NO more than three years old.
 - SEASONAL: Spring/Summer - March to June. Fall - Aug to Feb. Winter - Sept to Dec.
 - IN GREAT CONDITION: **NO pilling, stains, snags, damaged closures, etc.**
 - RECENTLY CLEANED & RELATIVELY WRINKLE FREE - Items stored more than 3 months should be re-cleaned to remove odors and major wrinkles. Fold all items neatly & place in bags (**no hangers**).
 - MID TO HIGH-END BRANDS - i.e. Gap prices and up. (**NO** Old Navy, Motherhood, Target brands, etc)
3. ***FILL OUT OUR SELLER'S FORMS**
 - INVENTORY FORM – List your contact info and items for sale.
 - SELLER'S AGREEMENT – Fill out completely, Sign & date.
 - BAG LABEL – to be attached to each bag.
4. ***PLACE FORMS IN WITH YOUR NEATLY FOLDED CLOTHING** (NO HANGERS PLEASE!!!)
5. ***SECURELY ATTACH BAG LABEL TO EACH BAG**
6. **CHOOSE YOUR DELIVERY METHOD**
 - Sale Day Drop Off - During any regular sale from 1-3pm.
 - Drop & Run – Visit our Website for a list of current locations.
 - Pick Up – Tiny Tots Clients ONLY!
 - Mail-it-in - Maternity Xchange, 1513 ½ Park St Alameda, Ca 94501
 - Alameda Drop Off – Call 510-814-1848 for an appointment.

UNACCEPTED ITEMS – *If you sort your items according to the above criteria we should accept most, if not all of your items. If, however, there are items we do not accept please note the following:*

We donate non-sellable items to organizations that benefit low-income new & expecting parents. If you'd prefer to reclaim these items you may request that they are mailed back at your expense** or make arrangements to pick them up from our Alameda Office***. You **MUST** indicate your desire to reclaim items on both your Seller's Agreement & Inventory Form. If no choice is made we will assume donation.

** These steps must be followed to insure your items are accounted for properly. We take no responsibility for items dropped off improperly.*

*** Unaccepted items: The cost of shipping, and handling, will be deducted from your first payment. If no items are accepted for sale or if the consignment value of the accepted items is under \$20 you will be contacted to make other arrangements to retrieve your items.*

**** Any items unclaimed after 14 days of arranged retrieval date will become property of Maternity Xchange.*



Maternity Xchange Seller's Agreement

I, (print first & last name) _____ agree to the following:

SELECTION PROCESS: We select what our customers will buy. **Clothing MUST be mid to high-end brands** and in a **sellable condition** at drop off. **This means** they must be **freshly cleaned, free of major wrinkles & defects** (piling, tears, stains etc) and **current styles** (no more than 3 years old). Please understand that our customer's preferences must be our selection guideline. Visit our website for a complete list of our criteria and any exceptions to the rules.

PRICING: We price items at our discretion and will get the best possible price for you. Original price, condition, current trends, supply & demand and other considerations, will all be taken into account when determining prices.

COMPENSATION: You will receive 40% or 50% of the selling price for each item sold that arrives in sellable condition. If we accept an item that requires extra work (ironing, washing, defuzzing, etc.) to make it sellable up to 10% may be deducted from your percentage for the increased processing time. Payment for sold items will be sent out after the 15th of each month for items sold the previous month. A small buyer's fee will be added to each item as it sells, this fee will not affect your percentage.

SELLING CYCLE: We will display your items for 5 months. The selling price will be reduced by 25% after the first 3 months and by 50% at the 4-month point. We reserve the right to make adjustments to this markdown cycle or take additional markdowns at anytime.

UNSELLABLE ITEMS: We donate most unaccepted & unsold items to organizations that benefit low-income new & expecting parents. Donation receipts are available upon request. If you'd prefer to reclaim any unaccepted or unsold items please note the following:

Unaccepted items: You may request that they are mailed back to you at your expense or make arrangements to pick them up from our Alameda Office. The cost of shipping & handling will be deducted from your first payment. If no items are accepted for sale or if the consignment value of the accepted items is under \$20 you will be contacted to make other arrangements to retrieve your items. **You must note your retrieval request on both this agreement & your inventory form.**

Unsold Items: Your selling cycles ends five months after your items reach the selling floor. If you would like to retrieve unsold items **YOU MUST EMAIL US** (accounts@maternityxchange.com) before the end of your selling cycle. We will NOT initiate contact. We recommend you contact us 4 months from the day you dropped off your items. Once your items are pulled from the sales floor you will be contacted to make retrieval arrangements or your items will be mailed back at our expense depending on the number of items remaining.

Unclaimed Items: Any items that are not claimed within 14 days of arranged retrieval date will become the property of Maternity Xchange.

LOSS OR DAMAGE: We will do our best to safeguard your items but we are not responsible for damage or loss. By using our Drop & Run and Pick up Service you agree to do so at your own risk. Neither the drop off/pick up locations nor Maternity Xchange will be held liable for lost, stolen or damaged items.

Email Address: _____ **Main Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Seller's Signature: _____ **Date:** _____

Drop Off Location: _____ **Drop Off Location Initials:** _____

Please Check One: Donate Unaccepted items

Return Unaccepted items



Maternity Xchange

BAG LABEL

Please tape a copy to each of your bags or write ALL the same information neatly in permanent marker on the bag itself.

NAME: _____

PHONE: _____

DROP OFF Method: *circle one*

Tiny Tots Boutique*

Tiny Tots Pick-Up Service*

Natural Resources*

Elegant Images*

Alameda Office

Sale Day Drop Off

Other _____

BAG # _____ of _____

** For Drop & Run and Pick up Service. By using these services you agree to do so at your own risk. Neither the drop off/pick up locations nor Maternity Xchange will be held liable for lost, stolen or damaged items.*