

Museum / Institution

Museum Store Vendor Consignment Arrangement

Vendor consignments allow the Store to carry items of interest to Museum clientele, which, due to budgetary or other restrictions, would not be available for purchase otherwise. The following outlines expectations for all parties to this arrangement.

Consignment Process: The Store Buyer will approve only products that are anticipated to be of interest and within the price range of Museum clientele. The consignment wholesale value of each item is established with this arrangement, with retail price at the discretion of the Store. No guarantee is made—either express or implied—that any given product will be successful, however the Store will make every reasonable effort to market the consigned product within the store proportionate with all other related items, and maintain display space as deemed appropriate by Store management. If a product cannot be sold successfully on consignment, however, either party may terminate this arrangement at any time after the initial 90-day period.

The Consignor will complete item(s) listing in the section provided on the reverse of this form, including the part number, quantity offered for this arrangement, and the consigned wholesale value (expected payment after successful sale) for each part number or product listed.

Accounting & Payment: Payment to Consignor for these items will occur only after product(s) has sold, with payment transactions occurring as noted below. Payment will be accomplished via Purchase order, Consignor's charge account credit, money order, or cash accompanied by Store credit invoice/cash register receipt. Payment is made in US Funds only. Inventory will be evaluated monthly, and those items no longer in inventory will be paid according to the schedule established above, beginning the date of the consignment (*inventories are typically done on the first Friday of each month*). An e-mail address must be provided if the Consignor would like to receive a monthly count status of the consigned product(s). The Store will collect and manage sales tax for the item(s) sold under this consignment arrangement. A Tax Resale number is required to initiate a consignment arrangement, and a copy of Consignor's tax certificate is required to be on file before payment for sold product can be issued. **Payment for sold goods will occur** (initial one): **monthly** **quarterly** **annually**

Warranty: Consignor warrants product to be fully compliant with all local, state, and federal laws and regulations. In the event of a customer return of a defective product, Consignor agrees the Store may replace product for the customer from remaining inventory. Such replacement will be at no charge to the Store. The opened defective product and any available packaging will be kept for review and disposition by the Consignor, and will be considered included in inventory on hand.

Term of Arrangement: Unless otherwise noted in this arrangement, all consignments are for a minimum of 90 days, after which time either party may request to discontinue the arrangement. Return shipping expense (including shipment insurance) to return unsold items released from consignment is the sole responsibility of the Consignor. Shipping method is at the discretion of the Consignor and may include pickup from the Store during regular weekday business hours. At least 48 hours notice is requested for pickup. **Please note: Consignor is responsible for keeping contact information current.** Please notify the Store immediately in writing of any changes to address, phone, or e-mail. In the event the Store is unable to contact Consignor for a period of 180 days (using the contact information provided by Consignor), and has also received no written communication from Consignor, product and proceeds from same will be considered abandoned, and will be disposed of at Store management's discretion.

This Consignment arrangement is entered into between The STORE and _____ on this date _____ for products as listed on reverse of this form.

By entering into this arrangement, Consignor acknowledges this document has been read, understood, and that all terms are acceptable as noted above.

Approved by Store:

Print Name	Title	Signature	Date
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Approved by Consignor:

Print Name	Title	Signature	Date
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Consignor's Information:

Business Name:		Tax Resale ID #:	
Business Mailing Address:		Resale Certificate on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Phone:		E-mail Address:	
Alternate Phone:		Alternate E-mail Address:	

Line Item	Part No.	Product Description	Consignor's Suggested Retail	Consigned Unit Value <i>(Wholesale cost)</i>	Quantity Consigned	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Approved by: _____

Print Name

Title

Signature

Date

Approved by: _____

Print Name

Title

Signature

Date