



Thank you very much for choosing to consign your clothes with Professionals Only. Please review the instructions on what to expect so there are no surprises before making an appointment:

1. You must be a current New York State resident and 18 years or older.
2. You must review the guidelines on Page 2 before booking online.
3. If you think what you are consigning meets the guidelines, see below our setup fees:

Consigning 1 - 35 Items	Consigning 36 - 70 Items	Consigning 71 - 100 Items
\$30 Cleaning Fee	\$40 Cleaning Fee	\$50 Cleaning Fee
Fee includes: ✓ Mandatory cleaning: The use of our washer and dryer	Fee includes: ✓ Mandatory cleaning: The use of our washer and dryer	Fee includes: ✓ Mandatory cleaning: The use of our washer and dryer

4. If your item sells, the store will only receive **15%** commission, at minimum. If a customer pays via credit card or debit card, then an extra **3%** commission will be added. So, at most, the store will take **18%** commission. You will receive **82-85%** profit. **This excludes any special discounts/sales you want to offer for your items.**
5. Your items will be held at the store for 90 days and the amount you want to consign is "locked in". That means you are not allowed to add more items to consign during the 90-day period.
6. Should you want to renew for another 90 days, you must pay the cleaning fee per section (3) and bring in a new lot of clothes to consign. The unsold items will be returned to you.
7. Use a computer or phone to book online at www.professionalsonly.shop/book-online and select the "Consign Your Clothes" option.
8. Fill out the required information in the application and hit submit.
9. Within less than 48 hours, Professionals Only will contact you via email or phone to schedule a time for you to come by the store.
10. When you arrive, we will inspect your items again to make sure it meets our guidelines.

Please note we reserve the right to not work with any owner who will not fill our application correctly, rude, inappropriate, late, or not willing to show NYS ID.

11. After the items are inspected and accepted, you will review our terms and conditions. A copy of our terms is on Page 3.
12. After signing, your items will be ready to be displayed at the store within a week.

If you have any questions, please email info@professionalsonly.shop or call 315-538-0217



Guidelines in Consigning Your Items

1. The items in which you want to consign will be inspected for the following:
 - a. Stains, pen marks, holes, wear and tear, discoloration, odor, and other conditions that are not wearable.
 - b. If it is the current style and brand for working professionals.
2. In addition to the table displayed below, we **do not** accept the following:
 - a. Clothes with fabric size tags that have been ripped, cut, or washed off.
 - b. Clothes that are not mature or considered professional in an office or healthcare environment.
 - c. Nurse uniforms with company logos on them
 - d. Shoes that are worn-out.
 - e. Tailored suits, pants, or any clothing that is unique and is not an orderable size online.

Guideline Summary

Clothing Type	ACCEPT? (Y = Yes, N = No)		
	Good Condition	New without Tags	New with Tags
Belt	Y	Y	Y
Blazer	Y	Y	Y
Blouse	Y	Y	Y
Boots	Y	Y	Y
Cardigan	Y	Y	Y
Coat	Y	Y	Y
Dress	Y	Y	Y
Dress Shirt	Y	Y	Y
Golf Shirt	Y	Y	Y
Jacket	Y	Y	Y
Laptop Bags	Y	Y	Y
Pants	Y	Y	Y
Trench Coat	Y	Y	Y
Scarf	Y	Y	Y
Shoes	Y	Y	Y
Skirt	Y	Y	Y
Slacks	Y	Y	Y
Socks	N	N	Y
Stockings	N	N	Y
Suit and Suit Jackets	Y	Y	Y
Sweater	Y	Y	Y
Sweatshirt	Y	Y	Y
Tie	Y	Y	Y
Trousers	Y	Y	Y
Nurse Scrub Top	Y	Y	Y
Nurse Scrub Bottoms	Y	Y	Y



OWNER INFORMATION	
Owner's first and last name:	
Best phone number to call:	
Email address:	
Physical address:	
Number of items planned to be consigned:	

COPY OF THE TERMS

DO NOT FILL OUT!

Terms between Owner and the Seller, Professionals Only Consignment LLC:

1. I, the Owner, agree that my items will undergo a mandatory cleaning and steaming process and will be tagged by the Seller.
2. I, the Owner, agree to pay a non-refundable set-up fee based on the table below:

Consigning 1 - 35 Items	Consigning 36 - 70 Items	Consigning 71 - 100 Items
\$30 Setup fee + tax	\$40 Setup fee + tax	\$50 Setup fee + tax

3. I, the Owner, understand my items will remain at the Seller's store location for 90 days.
4. I, the Owner, have the right to choose how much each of my consigned items cost during the 90-day period.
5. I, the Owner, understand that the setup fee and every item I choose to consign are all subject to local and state sales taxes.
6. I, the Owner, shall notify the Seller three days in advance if I choose my items to have a special discounted sale for a certain period during the 90-day period.
7. I, the Owner, understand that the Seller's store will be closed on Mondays, Tuesdays, and observed holidays.
8. I, the Owner, understand that I am not allowed to add more items to consign during the 90-day period.
9. If after 90 days my consigned items have not been sold, then I, the Owner, shall pickup my items. The Seller will notify me within 48 hours that my unsold items are ready to be picked up. The unsold items will be held at the store for one week. In any event I do not pick up my unsold items in one week, I understand that it will legally be transferred to the Seller's property.
10. I, the Owner, understand that I have the option to renew my term for another 90-day period. I understand that to renew, I shall pay the setup fee per section (2) and bring in new items to replace the unsold merchandise I have left at the store.
11. I, the Owner, understand that the Seller will take **15%** commission when my items are bought from the Seller's customers.
12. I, the Owner, understand that if the customer at the Seller's store pays for my consigned items via credit card or debit card, then an additional **3%** of the sale is commissioned.



13. I, the Owner, understand that I will receive bi-weekly reports of my items that have been sold or not sold via email.
14. I, the Owner, understand that I will receive bi-weekly deposits if my items have been sold. The deposits will be made from Professionals Only Consignment LLC via the following options:

Option 1	Option 2	Option 3
Check (Funds delivered via 3-5 business days)	PayPal (Funds delivered 1-2 business day)	Venmo (Funds delivered same day)
Checks make payable to:	Email:	Username:

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15. I, the Owner, understand that I will notify the Seller one week in advance if I decide to withdraw my items to be consigned during the 90-day period. In any event that I choose to withdraw during the 90-day period, I understand I must pay a **\$100** cancellation fee.

TO BE FILLED OUT BY THE SELLER

Number of items accepted to be consigned from the Owner:	
Setup fee charged to the Owner:	\$0 \$30 \$40 \$50
Does each item have a price listed?	YES NO, WHY? :
Does the Owner plan to have special sales or discounts in the future?	
Will the Owner allow any student discount on his or her items?	YES, HOW MUCH [%]: NO

DO NOT FILL OUT!

Owner's Signature

Date Owner Signed

Seller's Signature

Date Seller Signed