



88 RACINE STREET, MEMPHIS, TENNESSEE 38111

January 7, 2022

Dear Members and Friends of the Woman's Exchange of Memphis,

The Woman's Exchange is once again excited to announce that we have scheduled the opening of WE Consign for **Thursday, February 10, 2022, until Friday, May 6, 2022**. Our hours will be **10:00 a.m. until 4:00 p.m. Monday through Friday**. We are looking forward to another successful sale and hope that you have been collecting some wonderful items for us.

We have enclosed our guidelines for the sale as well as the forms you will need to bring with you if you would like to participate in this event. Be sure to read all instructions and complete all forms fully in order to expedite the check-in process. When you bring your items to the Exchange, we will ask you to initial the General Guidelines page signifying that you have read and understand all of our operating procedures.

Due to COVID 19, you must have an appointment to drop off your merchandise. Mask must be worn and 6' social distancing will be enforced. Appointments will be scheduled at the top of the hour lasting 45 minutes, beginning at 10am with the last appointment at 2pm. Only 3 consignors will be allowed each hour. Appointments will be first come basis, please contact Kelly Cunningham at 901-488-7097 or WEConsignofMemphis@gmail.com to schedule an appointment. Please be aware there's a \$20 fee for the first 20 items, \$10 for the next 21-40 items due at the time of Take In.

In previous years, our bestselling items have been decorative crystal items, antique items, furniture and decorative items such as Herend, Limoges, Haviland, Lalique, etc. We will accept rugs (no larger than 8 x 10), linens and artwork on a piece-by-piece basis. WE Consign will be accepting large items from **Wednesday, January 19 through Monday, January 24, 2022, by appointment only**. This includes all large pieces of furniture, rugs, etc. We will accept smaller items such as china, silver, crystal, etc. from **Monday, January 24 (no take in on Tuesday January 25) Wednesday, January 26 through Tuesday, February 1, 2022, by appointment only**. **PLEASE NOTE: We do not have a furniture dolly or staff to help unload or load merchandise, so please plan accordingly**. If you are unable to bring items on the above dates, the next receiving dates will be Monday, February 21 and every Monday thereafter from 11:00 a.m. until 1:00 p.m. until Monday, April 25, 2022, by appointment only.

Items under \$20.00 will not be accepted, and all silver **MUST BE POLISHED**.

We will not have the 20% discount sale, please consider this when pricing your merchandise.

Pick up dates May 16, 17, 18.

Please call the Woman's Exchange if you have any questions or need additional information about, WE Consign. We look forward to working with you!

Sincerely,

Marcia Anthony, President 2022
Woman's Exchange
901-327-5681

Kelly Cunningham, WE Consignor Relations Chairman
Woman's Exchange 901-488-7097
WEConsignofMemphis@gmail.com

WE CONSIGN GENERAL GUIDELINES

2022

- **The Woman's Exchange reserves the right to refuse any items we deem not appropriate for our sale. We also will not accept any items valued under \$20.00.**
- All items will need to be **listed and priced** prior to bringing them to the Woman's Exchange. We will help with pricing items if requested, but **please note that we are not professional appraisers**. WE Consign workers will not call you on bids made on items marked under \$100.
- A \$20 Consignment Registration Fee will be assessed for each Consignor at the time of Take In
- 70% of the listed price will be paid to you and 30% will be retained by the Exchange. Checks for any sales will be sent to you the 10th of the month following the month of the sale. Final checks will be issued to consignors within 30 days after WE Consign closes.
- Your Consignment Registration Fee will allow you to enter up to 20 items in the sale. There will be a \$10 fee for the next 1 to 20 items placed in the sale, and so on.
- **Consignors are responsible for delivery and pickup of their items. Due to COVID 19 you must have an appointment for drop off and pick up. Contact Kelly Cunningham at 901-488-7097 between 10am and 4pm for an appointment. The Woman's Exchange does not have a dolly or staff to help unload or load merchandise, so please plan accordingly.**
- **IMPORTANT: All items considered for consignment must be cleaned, polished and in good repair.** Some items that we will accept are: antique furniture and collectibles, china, silver, crystal, furs, Herend, Staffordshire, Limoges and other unique items. We will also accept linens, artwork, leather bound books and antique clothing items on a piece by piece basis. Items we will **not** accept are: clothing, stained linens, bed linens, rugs over 8' x 10,' lamps without shades, valances or items less than \$25.00. We will not accept any items that are chipped, stained or damaged. We will not accept less than 4 pieces of glassware or odd numbers of an item unless the item(s) is/are unique.
- WE Consign assumes no liability for consignment items in the event of fire, theft, loss or destruction and acts only as an agent for the consignor.
- **Our Committee is constantly rearranging items so that everyone's treasures are displayed in the best way for our limited space.**
- The Woman's Exchange gratefully accepts donated items to sell.
- Unsold items must be picked up May 16, 17, 18 by appointment only. **All items must be collected by 2:00 p.m. on May 18, 2022. After that time, any unsold items not picked up by the consignor shall become the property of the Woman's Exchange.**

I have read and agree to the terms of these Guidelines. I understand that items not collected by 2:00 p.m. on May 13, 2022, will become the property of the Woman's Exchange.

Consignor Signature

Date

WE SKU _____
SS# _____

WE CONSIGN
Consignor Information Form 2022

PLEASE PRINT

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

E-mail: _____

Rec'd by: _____

Date: _____

Registration Fee: _____ Additional Fee: _____ TOTAL: _____

Picked up by: _____

Date: _____

Do you wish to be called if someone makes an offer on your item over \$100? _____

DONATE: **I will donate any unsold items to the Woman's Exchange for their use or resale.**

YES or NO

**THE WOMAN'S EXCHANGE 2022 WE Consign
CONSIGNOR INFORMATION FORM, continued**

| |
|---------------------------------|
| Consignor Code: _____ |
|---------------------------------|

Name: _____

Received By: _____ Date: _____

Picked Up By: _____ Date: _____

| No | ITEM | QTY | WE use only COST | SALE PRICE | WE Office use only | | | | |
|----|------|-----|------------------------|---------------|--------------------|-----|-------|-------|------|
| | | | | | PLU | Tag | Label | | |
| 1 | | | | | | | Tag | Label | Sold |
| 2 | | | | | | | Tag | Label | Sold |
| 3 | | | | | | | Tag | Label | Sold |
| 4 | | | | | | | Tag | Label | Sold |
| 5 | | | | | | | Tag | Label | Sold |
| 6 | | | | | | | Tag | Label | Sold |
| 7 | | | | | | | Tag | Label | Sold |
| 8 | | | | | | | Tag | Label | Sold |
| 9 | | | | | | | Tag | Label | Sold |
| 10 | | | | | | | Tag | Label | Sold |

| No | ITEM | QTY | WE use only COST | SALE PRICE | WE Office use only PLU | | | |
|-------|------|-----|------------------------|---------------|--|-----|-------|------|
| 11 | | | | | <table border="1"> <tr><td data-bbox="1485 258 1572 296">Tag</td></tr> <tr><td data-bbox="1485 296 1572 333">Label</td></tr> <tr><td data-bbox="1485 333 1572 371">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 12 | | | | | <table border="1"> <tr><td data-bbox="1485 380 1572 417">Tag</td></tr> <tr><td data-bbox="1485 417 1572 455">Label</td></tr> <tr><td data-bbox="1485 455 1572 493">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 13 | | | | | <table border="1"> <tr><td data-bbox="1485 501 1572 539">Tag</td></tr> <tr><td data-bbox="1485 539 1572 577">Label</td></tr> <tr><td data-bbox="1485 577 1572 615">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 14 | | | | | <table border="1"> <tr><td data-bbox="1485 623 1572 661">Tag</td></tr> <tr><td data-bbox="1485 661 1572 699">Label</td></tr> <tr><td data-bbox="1485 699 1572 737">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 15 | | | | | <table border="1"> <tr><td data-bbox="1485 745 1572 783">Tag</td></tr> <tr><td data-bbox="1485 783 1572 821">Label</td></tr> <tr><td data-bbox="1485 821 1572 858">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 16 | | | | | <table border="1"> <tr><td data-bbox="1485 867 1572 905">Tag</td></tr> <tr><td data-bbox="1485 905 1572 942">Label</td></tr> <tr><td data-bbox="1485 942 1572 980">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 17 | | | | | <table border="1"> <tr><td data-bbox="1485 989 1572 1026">Tag</td></tr> <tr><td data-bbox="1485 1026 1572 1064">Label</td></tr> <tr><td data-bbox="1485 1064 1572 1102">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 18 | | | | | <table border="1"> <tr><td data-bbox="1485 1110 1572 1148">Tag</td></tr> <tr><td data-bbox="1485 1148 1572 1186">Label</td></tr> <tr><td data-bbox="1485 1186 1572 1224">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 19 | | | | | <table border="1"> <tr><td data-bbox="1485 1232 1572 1270">Tag</td></tr> <tr><td data-bbox="1485 1270 1572 1308">Label</td></tr> <tr><td data-bbox="1485 1308 1572 1346">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 20 | | | | | <table border="1"> <tr><td data-bbox="1485 1354 1572 1392">Tag</td></tr> <tr><td data-bbox="1485 1392 1572 1430">Label</td></tr> <tr><td data-bbox="1485 1430 1572 1467">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |

**THE WOMAN'S EXCHANGE 2022 WE Consign
CONSIGNOR INFORMATION FORM, continued**

| |
|---------------------------------|
| Consignor Code: _____ |
|---------------------------------|

Name: _____

Received By: _____ Date: _____

Picked Up By: _____ Date: _____

| No | ITEM | QTY | WE use only COST | SALE PRICE | WE Office use only | | | |
|----|------|-----|------------------------|---------------|--------------------|-----|-------|------|
| | | | | | PLU | Tag | Sold | |
| 21 | | | | | | Tag | Label | Sold |
| 22 | | | | | | Tag | Label | Sold |
| 23 | | | | | | Tag | Label | Sold |
| 24 | | | | | | Tag | Label | Sold |
| 25 | | | | | | Tag | Label | Sold |
| 26 | | | | | | Tag | Label | Sold |
| 27 | | | | | | Tag | Label | Sold |
| 28 | | | | | | Tag | Label | Sold |
| 29 | | | | | | Tag | Label | Sold |
| 30 | | | | | | Tag | Label | Sold |

| No | ITEM | QTY | WE use only COST | SALE PRICE | WE Office use only PLU | | | |
|-------|------|-----|------------------------|---------------|--|-----|-------|------|
| 31 | | | | | <table border="1"> <tr><td data-bbox="1487 258 1568 296">Tag</td></tr> <tr><td data-bbox="1487 296 1568 333">Label</td></tr> <tr><td data-bbox="1487 333 1568 371">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
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| Tag | | | | | | | | |
| Label | | | | | | | | |
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| Sold | | | | | | | | |
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| Sold | | | | | | | | |
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| Label | | | | | | | | |
| Sold | | | | | | | | |
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| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
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| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
| 38 | | | | | <table border="1"> <tr><td data-bbox="1487 1110 1568 1148">Tag</td></tr> <tr><td data-bbox="1487 1148 1568 1186">Label</td></tr> <tr><td data-bbox="1487 1186 1568 1224">Sold</td></tr> </table> | Tag | Label | Sold |
| Tag | | | | | | | | |
| Label | | | | | | | | |
| Sold | | | | | | | | |
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| 40 | | | | | <table border="1"> <tr><td data-bbox="1487 1354 1568 1392">Tag</td></tr> <tr><td data-bbox="1487 1392 1568 1430">Label</td></tr> <tr><td data-bbox="1487 1430 1568 1467">Sold</td></tr> </table> | Tag | Label | Sold |
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| Label | | | | | | | | |
| Sold | | | | | | | | |

**THE WOMAN'S EXCHANGE 2022 WE Consign
CONSIGNOR INFORMATION FORM, continued**

Consignor Code:

Name: _____

Received By: _____ Date: _____

Picked Up By: _____ Date: _____

| No | ITEM | QTY | WE use only COST | SALE PRICE | WE Office use only | | | | |
|----|------|-----|------------------------|---------------|--------------------|-----|-------|-------|------|
| | | | | | PLU | Tag | Label | | |
| 41 | | | | | | | Tag | Label | Sold |
| 42 | | | | | | | Tag | Label | Sold |
| 43 | | | | | | | Tag | Label | Sold |
| 44 | | | | | | | Tag | Label | Sold |
| 45 | | | | | | | Tag | Label | Sold |
| 46 | | | | | | | Tag | Label | Sold |
| 47 | | | | | | | Tag | Label | Sold |
| 48 | | | | | | | Tag | Label | Sold |
| 49 | | | | | | | Tag | Label | Sold |
| 50 | | | | | | | Tag | Label | Sold |

| No | ITEM | QTY | WE use only COST | SALE PRICE | WE Office use only PLU |
|----|------|-----|------------------------|---------------|---------------------------|
| 51 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 52 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 53 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 54 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 55 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 56 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 57 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 58 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 59 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |
| 60 | | | | | Tag |
| | | | | | Label |
| | | | | | Sold |