

WE CONSIGN

Consignors Information Form 2023

Vendor Code \_\_\_\_\_

**Please Print**

Full Name: \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

e-mail: \_\_\_\_\_

New Address: In the last 24 months. Please provide the new address.

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONSIGNORS CHECK-IN**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Notes: Please add to back if needed

Registration Fee: \_\_\_\_\_

**CONSIGNORS PICK-UP**

Picked up by: \_\_\_\_\_

Date: \_\_\_\_\_

WE Signature: \_\_\_\_\_

Consignors Signature: \_\_\_\_\_

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

Do you wish to donate your item(s) if it does not sell? YES or NO

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Vendor Code: \_\_\_\_\_ Internal Use Only

**Detailed List of Items**

Consignor's Name: \_\_\_\_\_

WE Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Consignor: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Print:**

**Please fill in Columns 2, 3, 4 marked with an \* for each line item.**

How to describe your item:

1. Please Print
2. General Name – vase, pillow, clock, candle stick etc...
3. Material – pottery, glass, porcelain, silk, wood
4. Name Brand – Lenox, Herend, Lalique, Limoges
5. Color – blue, clear, etc,
6. Size – height, diameter

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No:	ITEM*	QTY*	Retail Price*	WE Use Only Cost	WE Office use only	WE Use Only
Example # 1	Lenox Glass Vase, white background with pink flowers 8 inches tall	1	\$45.00			
Example #2	Pillows Set of 2 sold together, White Silk with Green Fringe, 20 inches X 20 inches	1	\$50.00			
1						
2						
3						
4						
5						
6						
7						

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No	ITEM*	QTY*	Retail Price*	WE Use Only Cost	WE Office Use Only	WE Use Only
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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No	ITEM*	QTY*	Retail Price*	WE Use Only Cost	WE Office Use Only	WE Use Only
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

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