

### Downton Exchange Store Policies and Conditions

Store intakes are as follows:

Autumn: August – September

Winter: October – January (1.10.21 – Note: we are no longer accepting winter clothes for 2021)

Spring: February – April

Summer: May – July

Items can be dropped off by appointment only. We will not go through the items when you drop them off. After we have determined which items are the best fit for Downton Exchange (DE) we will contact you to let you know that your 'no thank you' items are ready for collection. Such items need to be picked within 48 hours of us notifying you. If you request us to donate your "no thank you" items, please inform us at your drop off appointment. Please do not take offense if we do not choose items you bring in. We are guided by our clients, inventory in the shop (space is limited) and change in seasons.

Pricing of articles will be set by the shop unless you specify otherwise. Pricing will be reduced by 25% after 30 days and a further 25% after 60 days.

Articles not sold after 90 days should be collected by you within 7 days. It is your responsibility to come to the shop and collect the items. If you fail to do so, they will automatically become the property of Downton Exchange and can be sold by us or donated. Please call within 24 hours of your planned arrival to pick up your unsold items.

Please make sure all clothing and accessories are: laundered and clean, on hangers, is free of holes, pet hair, pilling, stains, missing buttons, broken zippers and is without odours such as perfume, smoke, etc.,

You will be notified and issued a cheque for funds from the sale(s) of your articles. Please arrange to pick up your cheque from the store. Incentives are offered if you wish to leave your monies on account to spend in the shop.

Downton Exchange will receive the tax write-off for any items left at the shop.

Please sign and print to acknowledge you understand and agree to our store policies and conditions.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date Drop Off \_\_\_\_\_ Date Pick Up \_\_\_\_\_

Please Keep My Monies On Hold as Credit \_\_\_\_\_ Please Issue a Cheque \_\_\_\_\_

Unsold items that are not picked up will become the property of Downton Exchange to sell or donate (initial here) \_\_\_\_\_