

**Last Square Consignments Agreement**  
**The Last Square has the right to refuse consignments at any time**

1. Bring in items on Tuesdays (12pm-5pm) – Wednesdays (12pm-7pm) and Thursdays (12pm-5pm).
2. Complete the attached worksheet and have prices in mind for your items. **Have items sorted and ready for labeling by store staff.**
3. Each person who consigns items will have their own account at Last Square. Twice a month your account will be reviewed (1<sup>st</sup> and 15<sup>th</sup> of the month) and a check will be mailed out to you for any items sold - **Store Consignment fee will be 25%**
4. If you would rather have store credit versus a monetary payment, that can be done likewise. **Store Consignment fee for store credit will be 15%**
5. As each item is placed into the computerized accounting system, it will be dated. **Items unsold after 60 days will be removed from the sale area. You are responsible for picking them up. Those who do not pick up items will lose future rights to consignment and items will be discarded or donated to charity if not picked up with-in 30 days of the end of the consignment time frame.**
6. We are unable to guarantee the security of your consigned item. **Last Square is not held responsible for theft or damage of your product. Our insurance policy does not cover consigned items. If your item is stolen or damaged, we will not be able to compensate you in any fashion. Last Square will not accept for consignment an item that is valued in excess of \$100.**
7. If you are consigning something in a box, such as a board game, please note on the consignment form if it is complete or incomplete, punched or unpunched, never played, etc. Please close the box and seal with tape. We do not anticipate a need for customers to open board games on consignment.
8. If you are consigning unpainted figures in a box, again, please note on consignment form if removed from sprues, all unpainted, some unpainted, etc. Again, please close the box and seal with tape. We do not anticipate a need for customers to open figure boxes on consignment.
9. If you are consigning some painted figures, please supply something for them to stand on such as a movement tray, a piece of cardboard, or a figure box. Please expect the purchaser will assume he is taking home the figures and whatever they are standing on.

**Please fill out the following info – Please Print**

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

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

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**I have read and accepted the above agreement terms**

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