Indy Upcycle, LLC Intake Form

Please Fill Out As Much Of This Form As Possible
Prior To Appointment To Speed Intake Process.

Space #:

Date Range: _____ - _____2014

Full Name (Please Print): _____ Date of Intake: _____
Address: _____City:_____ Zip: _____
Phone: _____ Cell: _____ Email: _____
Space #: _____ Unsold item pick up dates: _____

OK?	Item #	Item Description Size, Color, Qty, etc.	Price

HELPFUL TIPS:

1. Your space comes with a business card holder. Please keep it stocked with cards that will help people find your website, contact info, or even an explanation of your product.
2. During your drop off appointment, make sure to give yourself and us enough time to go through your intake, fill out price tags, and set up your display.
3. You will be given tags that you must use to price and label your items. You will note the item number (this number should begin with your space number (i.e. F1-001), Style, Size, and Price. (You can use the style and size lines to state item and color or whatever two descriptive words you choose.)
4. Remember: Soaps, lotions, and other body products must be labeled with ingredients and allergy disclosures
5. Remember: Fabric/textile products must be labeled with fiber content
6. Small investments can bring great rewards: make sure all items are in good repair and clean.

By signing below, I verify:

1. All information provided is accurate to the best of my knowledge.
2. I have read and understand the terms of the Consignment Agreement and the Acceptable Item Policy
3. I understand my responsibilities to keep my space stocked and pick up items in a timely matter.

Print Name: _____
Signature: _____ Date: _____

Indy Upcycle Use Only:

By signing below, I verify:

1. I have made copies of the Consignment Agreement and the Acceptable Item Policy available.
2. I have inspected the items on this form and notified the Consignor as to which have been accepted/unaccepted.
3. I hereby take responsibility for the safety and condition of consigned items to the best of my ability.

Print Name: _____

Signature: _____ Date: _____

Notes: