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## CONSIGNMENT WITH SNO-ISLE FOOD CO-OP

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Thank you for considering Sno-Isle Food Co-op to retail your consignment product(s). For questions concerning the following consignment agreement. Please email:

mercantile@snoislefoods.coop

### Consignment Terms

- The Co-op gives the vendor a place to sell their wares for a 10% charge. Anything beyond a spot on the shelf is the vendor's responsibility.
- The product to be consigned will be agreed upon by both the vendor and the Co-op's Buyer.
- The retail price is agreed upon by the vendor and the buyer and set prior to any sales made.
- Product is to be displayed on the sales floor for a minimum of 2 weeks, but most likely longer.
- After the sale period is over, it's the responsibility of the vendor to pick-up any remaining product.
- The time it takes to get a product on the shelf varies. First, the Co-op must receive all application documents completely filled out from the vendor. Finally, the Co-op must enter product information into our Point of Sales (POS) system before sales can be made.

### Payments

One check is written for all sales made within one quarter. The checks are sent out on the 25<sup>th</sup> following the close of that quarter.

- (Qtr. 1) Sept – Nov: checks go out Dec 25<sup>th</sup>
- (Qtr. 2) Dec – Feb: checks go out March 25<sup>th</sup>
- (Qtr. 3) March – May: checks go out June 25<sup>th</sup>
- (Qtr. 4) June – Aug: checks go out Sept 25<sup>th</sup>

### Checklist for New Consignment Vendors:

- [New Vendor Application](#)
  - The New Vendor Application is our application process for all vendors. There are many fields of this application that will need to be left blank for Mercantile Consignment Vendors.
- W-9 ([found online](#) or the Co-op can provide a copy)
- Copy of business license
- A list of items that are to be consigned
- Optional but highly recommended: Business cards or bio from the artist

Business Name: \_\_\_\_\_

Checks to be written to: \_\_\_\_\_

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_