

## VILLAGE STORE CONSIGNMENTS

All participants must be members in good standing.

Village Store selling agreement must be signed by all participants.

Per Recreation Center rules, all or part of the project must be constructed/assembled during Club time.

The Club is not responsible for any stolen, lost or damaged merchandise.

All members are responsible for completing their price tags correctly (except for item number on white price tag) as well as using the new earring and set cards. **QC is not responsible for attaching your earrings and set cards to your jewelry, nor will they do it! You must do this before submitting to the QC.**

**Price Tags:** First line is the Club's code (17) & item number (provided by and written in by QC) with price underneath. All prices are whole numbers (no cents) but still put the ".00" after (see example to right). Back of price tag is the date submitted (same date as on VS form example on next page) and if over \$20 size of box (either A, B, or C).

17-XXX  
75.00

Submit Date  
(12/12/12 format)  
A, B, or C

Prices include, 16% for Village Store, and 2.7% for Club (25% total).

### Each item for sale in the Village Store (VS) must be submitted to QC:

- Village Store submissions per Club member is five, plus five pairs of earrings, and only 3 may be the same pattern, unless an exception is requested by the store;
- each item submitted is accompanied by the Village Store Consignment Form (obtained from QC); QC will fill in the Club and item number as well as entering the item in the QC book after the item has passed QC standards;
- in individual zip lock bags (recycled bags can be obtained from QC);
- have new price tags – no white out or crossed out information will be allowed (tags are available from QC);
- securely attach price tag – do not connect price tag to a jump ring;
- all earrings must be on earring cards available for a nominal fee from QC and rubber stoppers (backs); and
- sets (any combination of earrings, necklace, bracelet) must be attached together with a "set card" obtained from QC at nominal charge;
- each item in a set needs a tag indicating number of pieces in the set, i.e., if three pieces in the set each would have a separate tag marked 1 of 3, 2 of 3, 3 of 3 with the code on each;
- a box is to be assigned for all items valued over \$20 and price will be deducted from sale amount; and
- on the back of the price tag will be the date (the following Thursday) when it goes to the Village Store and appropriate box A, B, or C (the three sizes are available in Club for viewing).

### Quality Control approval standards for merchandise:

- Items with magnetic clasp require a safety chain.
- Make sure item cannot be pulled apart (no loose beads) – gently tug the item.
- Use soldered jump rings or wire guardians to connect item to clasp.
- No mixed metals (example: gold clasp on silver base) unless the character of the item is mixed metal.
- Limit of three pieces that look the same.
- Does the item fit properly when worn (exception is earrings)?
- Are the earwires the same?
- Are there any rough edges on the metal parts – does any wire stick out and jab you?
- Do you see the thread/Fireline, especially the tails where it has ended or had thread added?

These are some of the things that QC looks for. If the item does not pass QC standards, it will be returned to the Club member with an explanation so the member can correct the problem and return to QC.


Completing the Village Store Consignment Form (below):

First line: Date used is the following Thursday (consignments go to the store on Thursdays)  
Club's code is 17  
Item # comes from QC and the Code and item number go on the front of your price tag

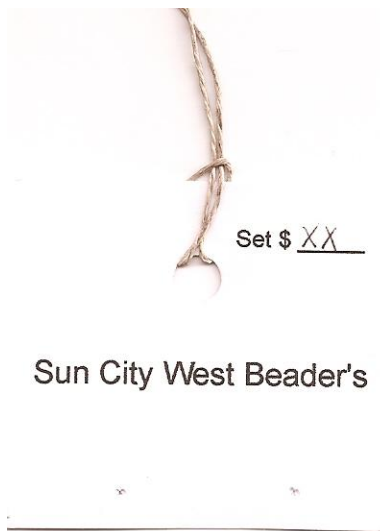
You complete: Price of item, club name, item description, your name, and phone number number (provided by and written in by QC) with price underneath. All prices are whole numbers – but put ".00" for no cents.

Please provide adequate description of item: i.e., type of piece (earrings, necklace, etc) color, markings, special information

Each piece submitted must be put in its own quart size zip lock bag with The Village Store Consignment form (form should not be folded)!

 Recreation Centers of Sun City West	<b>THE VILLAGE STORE</b> Consignment Form		OFFICE USE ONLY
	DATE <u>00/00/08</u>	CLUB # <u>17</u>	ITEM # <u>100</u>
Club <u>SCW Beaders</u>	Item <u>XXX</u>	Description <u>XXXX</u>	PRICE \$ <u>12.00</u>
<u>SAMPLE</u>			AUTHORIZATION <u>XX</u>
Name <u>PLEASE PRINT</u>	Phone No. <u>XX</u>	Number of Items <u>1</u>	Date Sold
			Date Returned

Rev. 02/07



Sun City West Beaders

Sterling \$ XX

These instructions only apply to items being sold in the Village Store. At this time, it doesn't affect items being sold in the Craft Fairs and Bling Flings.

**Single necklaces and bracelets** (not sets) will be tagged the same as we have been doing in the past.

**Earrings:** Earrings (not part of a set) will be going on a new style card (above, right). This is the information that goes on front of card **in pencil**. (1) You **must** write on the line on bottom left what the ear hooks are made of. Please write legibly! You may put SS (for sterling); GF (for gold filled); SP (silver plated); Surgical Steel; Base Metal, etc. Many customers want to know what the metal is since so many people seem to be allergic to certain metals. (2) Price goes on front bottom next to printed \$ sign, like this **\$12**. You will still do the white price tag as per the first page of these instructions (it is retained by the VS). The white price tag is attached through the left earring card hole and its string (not the tag) is taped to the back with the price showing.\*

**Sets** will be using a new style tag (above left) in place of the clam shell we used in the past. Also, if the set includes earrings, this "set card" will hold your earrings. You will still do the small white price tag as outlined on the first page of these instructions. Each item in the set will have a small white tag attached to each piece that says 1 of 3, 2 of 3, 3 of 3. The white price tag is attached through the left earring card hole and taped to the bag with the price showing.

Each item (or set) must be packaged in a one quart freezer size zip lock bag. This is so the slips can go in the bag flat and zip shut. It keeps the slips and earrings in good shape. Also, there has been a problem where unzipped bags have allowed an item to slide out and separate from the store slip.

Attached PDF file - "SCW - 2015 VillageStoreTags" depicts how the tagged earrings or sets should look.

On the back of your card, you may put your name only, Creations by Jane Doe, or something along those lines. You may not put a business name, telephone number, or email address. This is per Katie at the Village Store. (Also, you may do this for anything sold through the Craft Fairs or Bling Flings.)

See attached PDF document for examples of how the bagged items should appear.

\*The reason the holes are offset - if you have earrings wider or chunkier, it allows both to hang on the card.

## TIPS FOR SELLING YOUR JEWELRY

**Aesthetics** – check your work for:

- Even thread tension with no gaps in the beadwork,
- all threads woven in and trimmed with no tails or fraying,
- perfectly hidden knots,
- no evidence of glue (if you used it),
- consistent, well-formed wire loops (if applicable),
- quality beads with pristine surfaces and regular shapes,
- no mixed metals (i.e., gold clasp with silver components) unless the character of the item is mixed metal, and
- findings that are not cheap looking.

**Wearability** – put it on and wear it a while, look for:

- no rough edges on metal parts that won't poke skin or snag on clothing (if you formed loops, they should have no sharp edges),
- does the piece fit properly when worn (exceptions earrings),
- are the earwires the same,
- perfect drape (i.e., the piece will lie correctly without too much fiddling and stays in place when worn), and
- clasps that are easy to use.

**Durability** – it should hold up. The better you can see your work, the easier it will be to examine it for:

- strong thread paths that will not break or come undone over time, plus extra thread paths through beads that may have sharp edges, like crystals or metal beads,
- flawless beads,
- use soldered jump rings or wire guardians to connect item to clasp,
- findings and wire gauges that can support the weight of the piece,
- quality clasp/closure that keeps the piece from falling off (if using magnet clasp on a bracelet, you must use a safety "chain"), and
- make sure item doesn't come apart – gently tug on the piece, especially if you have used jump rings on any part of it.

On back of your tag, mark if the findings (especially earwires) are sterling silver (SS); gold filled (GF); gold plated (GP); silver filled (SF); silver plated (SP); or surgical steel (SST).