

UWSA index Consignment Contract

- The UWSA index levies a **20% commission** on all items tendered for sale.
- Due to privacy policy, the person whose name appears on the contract and on the online account is the only person authorized to collect money, change price or receive unsold texts.
Student card or other photo identification is required.
- Sellers may provide written authorization to allow individuals to receive paybacks or book returns on their behalf (photo I.D. must be provided).
- It is the seller's responsibility to be aware of their account and to keep information, such as email addresses, up-to-date for their account
- The final date to pick up unsold texts and receive payout is **March 31st**. Any money and texts that are not picked up by **March 31st** will become the property of the UWSA index.
Consignors are responsible to keep track of the pickup date.
- Payment for sold books will be put through to your **debit card**.
- Your payout will be ready in **5 business days** after the book has been sold, provided the book was not returned by the purchaser.
- Any sales verifications, price changes and book returns will be done in person and only if the store is not busy.
- The UWSA index is not responsible for the deterioration of book conditions.
- The UWSA index reserves the right to limit the number of books that can be tendered for sale by any one person.
- It is our policy to sell used books at a lower price than what they sell for new. **Any items that are priced too high will be removed from the shelves at the discretion of the manager.**
- The UWSA index collects information from its consignees solely for the purpose of tracking their account. This information remains private and is not used in any other way

Name:

Student ID number:

Signature:

Date: