



# CONSIGNMENT AGREEMENT

It is understood that Zia Record Exchange is not purchasing Vendor's products. Vendor understands to be using Zia's retail outlets as an opportunity to sell products and acknowledges Zia will collect a fee from each sale in exchange for that opportunity. The Vendor also understands and agrees to the following terms and conditions:

- Inventory updates are provided the first week of each month and only upon request
- Checks for items sold are issued after amount owed to vendor reaches \$50 and are only issued upon request
- Zia retains 40% of the retail value of items sold
- The retail value of each consignment good is determined by the vendor
- All items must be shrink-wrapped and in packaging that complies with Zia standards (CD [jewel case, digi-pak] DVD [amaray]), exceptions will be considered
- Vendor reserves the right to pull product from stores and cancel agreement at any time without penalty
- Vendor understands that Zia reserves the right to cancel this agreement at any time for any reason
- Vendor understands if no sales occur for six months, Zia will pull product from stores, collect it in the warehouse and make a retrieval request to Vendor
- Vendor understands that if product is not retrieved from Zia warehouse 14 days after retrieval request, Zia will dispose of the product
- The vendor agrees to assume all product risk and liability
- Zia is not responsible for lost or stolen vendor product
- Vendor understands that any shipping required to or from vendor for any reason is to be paid for by vendor
- Vendor is required to notify Zia of any changes to Vendor/Contact info (i.e. address, e-mail, phone #) within 7 days of change, failure to do so will place any and all stop payment fees, postage, and/or other fees on Vendor
- In the event of a change to Vendor and/or contact the original Vendor and/or contact will be required to submit in writing their approval of such a change
- Vendor understands that [ziaconsignment@gmail.com](mailto:ziaconsignment@gmail.com) is the point of contact for all consignment related issues. Any questions, comments, or concerns Vendor has will be directed to this e-mail address

**\*\*By submitting this completed consignment form Vendor is agreeing to above terms and conditions of consignment sale.\*\***