

Crown Formals – Sellers Agreement and Instructions

1. Send your item images by e-mail to us at info@crowformals.com . The images need to be in a .jpg or .gif format. You are allowed four images per item. Make sure you send an image of the front and back of the item. The other two images should focus on the detail of the item. Attach each image as a separate file. If you can, please size the images to 72 pixels.

2. We need your dress measurements.

Bust

Waist

Hips

Length (from the waist to the floor)

3. Price:

4. Contact information:

Name:

Phone:

Address:

E-mail:

5. A short (50 words or less) description of the item. Take the time to describe your item. Be detailed. This will help the buyer make their decision. Make sure to list any defects like snags or marks.

6. Include your "Return Policy". This will eliminate problems after the transaction.

7. There is a \$3.00 fee for each item listed. Wisconsin residents can list for free. You can pay your fee by using PayPal. Just login to your PayPal account, then click on the "Send Money" tab, use this e-mail for payment info@crowformals.com .

You can also send a check or money order to P.O. Box 2102 Oshkosh, WI. 54903.

8. The buyer will click your item number to submit an e-mail to you showing their interest.

9. It is your responsibility to work out the transaction. Crown Formals will not be involved in the transaction.

10. Make sure you work out the payment and shipping arrangements.

11. Contact us to let us know the item has sold. We will remove your listing.

12. Make sure that you keep us up to date on any changes to your contact information.

Please fax (815-550-9163) or e-mail (info@crowformals.com) this form back to us.

Thank you for posting your item on our Web site. We will do our best to find the right buyer for your item.

I assume all responsibility for making payment and shipping arrangements with the buyer. I release Crown Formals, LLC of any responsibility for my item.

Sign

Date

Print