

The Shop Next Door
111 13th St SE
Cedar Rapids, IA

www.nextdoorcr.com
nextdoorcr@gmail.com
319-363-3177

The Keys to Next Door: Our Policies & Procedures

1. **Submit pictures of your work along** with prices to Next Door for approval. To do this e-mail nextdoorcr@gmail.com or if you are unable to e-mail call 319-363-3177 during shop hours to set up a meeting. We try to honor artisan prices but ask that you be flexible to find a price that is right for both parties and the market.
2. **Fill out & sign artisan contract.** Once you have been approved a contract will be provided.
3. **Prepare items for sale.** Every item must have an attached price tag with your last name or business name, inventory number, and price. This inventory should correspond to the inventory sheet that will be provided. Keep in mind that packaging is important. Good packaging can enhance your product's value and draw attention to your item in a sea of others.
4. **Delivery of items** All items must be delivered in person or mailed to The Shop Next Door at the artisan's expense ready for sale. This means tagged, priced, inventoried, and packaged if applicable.
5. **Payment** As stated on the contract the artisan contract the artisan receives 60% of the sale price and Next Door will retain 40%. Payments will be compiled at the end of each month and ready for the artisan on the 5th of the following month via check picked up by artisan or sent in provided self-addressed stamped envelope.
6. **Length of contract** As stated on the contract the items will sell at the agreed upon retail price on the inventory sheet until Next Door deems it necessary for the item to go on sales move the product. Next Door will contact the Artisan to decide on a sale price or take the items back. If Next Door contacts you to pick up your items you must pick them up within 30 days. After 30 days Next Door will consider the items abandoned and donate them to charity.

Finally, remember to promote your business and The Shop Next Door! Word of mouth advertising is crucial to our success and therefore your success. We keep our Facebook page and website up to date with upcoming events and classes. We also have flyers you can pick up and handout.