



## To start:

- **Connect your bank account to your social security number.** The service is provided by Swedbank and works with every bank. You can find the link on our website. (SUS service is a safe service where only the bank, not the store, will receive access to your bank information).
- **Whole, clean and working items.** Make sure your items are in good condition. You agreed to this when signing the contract! If the item is defaulted, write so on the tag.
- **Mark it clearly!** Remember to always add the cost of sales which is 2 SEK/item.
- **Make sure that the tag is secure!** For example: Staple the tag onto the washcloth of clothing. Strengthen the tag with clear tape before attaching it. Do not use the sticker tags on fabrics.
- **Write a description of the item on the tag!** Items without a describing tag will not be sold for safety reasons.
- **Do not make changes to the tag!** Change the tag if you want to change the price. We do not sell items with altered or changed tags.
- **Use alarm pins or lock up valuable items.** Alarm pins can be rented in the store. Ask for help when attaching the alarm to make sure they are secured correctly. Games or discs can be placed behind the front desk (empty case in the booth).
- **Items outside the booth:** Always contact the staff if you want to sell items outside the booth. Items placed in a different part of the store will either be removed or sold by payment of a commission fee.

## During the Rental Period

- **Refill the booth.** You can refill your booth during any of our ordinary open hours and during the service hours. Always contact the staff prior to bringing home items from your booth and from the store.
- **Keep track of your balance.** You can log in to our webpage from home and see how much you have sold. There is also a service computer at the store. The staff can help you if needed.
- **Disbursement.** Disbursement can be made weekly if you are renting for a longer period. Disbursement over 1 500 SEK is sent to the bank (*see number 1*) while smaller amounts can be paid in cash. You have to request a disbursement at the front desk, it is not done automatically.
- **Extending the rental period.** You are always guaranteed to keep your booth as long as you want. The contract extends automatically with one week (seven days) at a time and the rent subtracts from your revenue.

## Termination

- **Termination of the rental period.** Notice shall be given at least two days prior to the end of the rental period.
- **Please notify the staff** when you have arrived to check out.
- **Empty the booth and clean it.** You can leave the items you do not wish to bring home at assigned place in the store. You can either leave the items as they are, they will then accrue to the store, or you can red-mark the tag, the item will then be sold in benefit of the NGO SOS Children's Villages. More information is available in the store.
- **Leave the tag** on the items you wish to bring home and make sure you only bring your own items with you. We do regular controls to see that no items leave with the wrong person.
- **Clean the booth!** According to the contract we have the right to charge a fee the booth is not cleaned upon checkout.



**Final Account** Remember that you have to sign the final account at the front desk during checkout to receive your disbursement, this also includes disbursements via Swedbank. Simultaneously, items that leaves the store will be checked, and alarm pins will be removed. When the Final Account is signed the contract is terminated.

**Additional Services** (See used price list at [www.rebuyumea.se](http://www.rebuyumea.se))

- **Items being sold outside the booth** will be sold by payment of a commission fee (paid when dropping the item). Please contact the staff in advance. The item is allowed to remain in the store for up to six weeks.
- **Sale function can be rented**; 30%, 50%, 70%. All items in and outside the booth will be on sale. The service is time limited and a fee will follow. Contact the staff for further information.
- **VIP service**; Refilling/Cleaning. We can maintain/clean and refill your booth with your pre-tagged items. A fee will follow. Contact the staff for further information.
- **Emptying/Storage**. We can help you empty your booth and if possible, keep your items in the storage for a short amount of time. A fee will follow. Contact the staff for further information.

For more information visit our website [www.rebuyumea.se](http://www.rebuyumea.se) or talk to our staff!

**Welcome to Rebuy Umeå!**