

## Leith Makers Stockist – FAQs

**1. What is the stockist code?**

Each stockist will be allocated a code [e.g.ARB; or ECD etc] to be used for all your stock. Each item of stock must have a code and a price affixed before delivery to us.

**2. How do the codes work? How do I code things?**

Each stock item should be coded – but not every item should necessarily have a different code.

For example, you have 6 different prints, in three different sizes (large @ £30, medium @ £20; Small at £12). Your codes should be [LMM]01; [LMM]02; [LMM]03. Please DO NOT code each item with its own code.

**3. What is the inventory sheet?**

Each stockist will be issued an inventory sheet (please only use the Leith Makers template). All stock should be listed on the inventory sheet, and all stock delivered must be delivered with a new PRINTED inventory sheet to match the stock. No stock will be accepted without an inventory sheet. Please ensure you always include the number of any particular coded items.

**4. What period is covered by the ‘Summer Block’?**

If you have been accepted as a supplier for the summer block, your stock will be on display from Wednesday 12<sup>th</sup> June to Sunday 29<sup>th</sup> September.

Delivery of stock will be from Thursday 5<sup>th</sup> June to Sunday 9<sup>th</sup> June within opening hours of the shop 11.00am – 5.30pm. Please liaise with us prior to ALL stock deliveries.

**5. When can we refresh our stock?**

As above during opening hours and please liaise with management. Once delivered, unless requested otherwise, the stock remains in the shop until the end of the block.

**6. What are the Sales Reports, and when do we receive them?**

These are your individual monthly sales reports. These are processed on the last Thursday of each month, and sent out to you within 5 working days.

**7. When will we receive our sales monies?**

We will process payments within 5 working days of the end of month sales report being run. Please note that while payments usually appear fairly immediately, bank payments can sometimes take more than a day to arrive in your account.

NOTE THAT ALL PAYMENTS WILL BE MINUS A TRANSACTION FEE OF 2.9%

**8. How and when do we pay for our space?**

All approved stockists will receive a confirmation of their preapproved space, with a payment link where you can select the spaces for which you have been approved. The payment is for the 4 month block, and must be made at least two weeks before the commencement of the new block. Note the deadline provided in any email and listed on the booking page.

YOU SHOULD ONLY PAY FOR THE SPACE YOU HAVE BEEN APPROVED FOR. IF, FOR EXAMPLE, YOU REQUESTED 2 CARD SHELF SPACES BUT HAVE ONLY BEEN APPROVED FOR 1, DO NOT PAY FOR 2!

**9. Can I set up my work in the shop?**

No all stock is curated by the management team.

**10. What is a POP UP, and how can I apply?**

Stockists are given the opportunity to have one or more weekend pop up within the shop. This gives you the chance to showcase a wider range of work, to meet yours and our customers face to face, and increase your own brand profile. Items that are part of your pop (only) can be charged on your own till system with no commission charged to Leith Makers.

You can apply by emailing [enquiries@leithmakers.co.uk](mailto:enquiries@leithmakers.co.uk).

**11. What are the responsibilities of the Pop-Up Artist?**

Pop Up Artist will get keys for the shop, will be given a full pop up briefing document and when collecting keys the layout of the shop, till system and general management of the shop. You will manage the sales of the shop on our till system, along with your own pop-up stock sales.

**12. How do we contact management?** The best email to use is [enquiries@leithmakers.co.uk](mailto:enquiries@leithmakers.co.uk) or [carmen@leithmakers.co.uk](mailto:carmen@leithmakers.co.uk).