



## Product Review Application 2010/2011

Date: \_\_\_\_\_ Referred by: \_\_\_\_\_

Artisan name:	Address:
Phone:	City/State/Zip: (You must be a City of Portland resident)
Business name:	Email:

1. Product name: \_\_\_\_\_
2. Perceived purpose (meaning, how it is meant to be used?): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is it made from at least 50% recycled or salvaged materials, measured either by volume or by weight? If so, please describe all the materials used, both new and recycled/reclaimed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Do you have a consistent source of the recycled materials? Please describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note the following:**

- You must have email to participate in Trillium Artisans.
- If your product does not meet the recycled/reclaimed content criteria, it will not pass product review.
- Trillium requires that artisans pay themselves a "living wage" of \$12.50 per hour.
- If your suggested retail price is less than it costs you to make the product, it will not pass product review.
- Please attach any market research that you've done. If you'd like help doing internet research, please ask staff. Market Research must accompany your product. For example, printed website pictures with price and image of a product similar to your own being sold locally and/or nationally.
- Please fill out a separate application for each different product line you would like to submit.

5. How much does it cost you to make your product?

Materials costs per unit:	Your Product:	<b>Example:</b> Reclaimed glass necklace Findings for necklace and chains= \$4.00
Labor = Number of hours per unit * 12.50/hour		(Actual labor time it takes an artist to make their product. Trillium Artisans must pay themselves a minimum of \$12.50 an hour.) \$12.50 divided by 60 minutes in an hour =.20833 (cents per minute) multiplied times how many minutes it takes to make each product equals your cost of labor. Example: .20833 x 30 min. = 6.249 (rounding up to \$ 6.25)½ hour per necklace=\$ 6.25
Material cost per unit + labor= Amount artisan pays themselves per product (Total cost)		\$4.00 (Material cost per unit) + \$6.25 (Labor) =\$ 10.25(Total cost)
Total cost divided by 60% (.6) Trillium’s consignment rate (Artisans receive 60%)= Suggested Retail Price	Total cost ÷ .6 = Suggested retail price	\$ 10.25(Total cost) ÷ .6 (Trillium consignment)= \$17.00 (Suggested retail Price) This necklace must be priced at a minimum of \$17.00 for the artists to make a livable wage of \$12.50 an hour.

Formula for Product Pricing:

Materials cost per unit + labor= Total cost ÷.6 (Trillium’s consignment rate) = Suggested retail price

**Example** (As shown above) Reclaimed glass necklace:

\$4.00 (Material cost per unit) + 6.25 (labor) = 10.25 (Artisan product wage) ÷ .6 (60% Trillium consignment rate) = \$17.00 Suggested retail price (If the price comes to \$16.45 please round up).

6. What is your suggested retail price? \_\_\_\_\_

7. Do you sell online? Please list your website, online shop, and/or blog, if applicable:  
\_\_\_\_\_
8. Yes, I'm ready to work on my business not as a hobby but as a business and try to make money at it (please initial).\_\_\_\_\_
9. Yes, I'm ready to commit to staying with Trillium's program for three years (please initial).\_\_\_\_\_
10. Yes, I'm ready to make quarterly sales reports (please initial).\_\_\_\_\_
11. Yes, I certify that all of my work is my own original design (please initial).\_\_\_\_\_
12. Yes, I understand that I need to earn at least \$250 in business income outside of Trillium in the first six months of enrollment in order to stay enrolled (please initial).\_\_\_\_\_
13. Are there other products like this on the market in Portland? Nationally? If so, where? What prices do they sell for? \_\_\_\_\_  
\_\_\_\_\_
14. Do you currently sell this product at other places in Portland? If so, where? \_\_\_\_\_  
\_\_\_\_\_
15. How long have you been in business? \_\_\_\_\_
16. Are you interested in wholesaling this product? \_\_\_\_\_
17. Please provide any necessary customer care instructions: \_\_\_\_\_  
\_\_\_\_\_
18. Any shipping/handling instructions for shipping ground or taking to shows? \_\_\_\_\_  
\_\_\_\_\_

**Please note, we are especially interested in recruiting artisans whose annual household income is at or below 50% - 80% of median family income (MFI) for the City of Portland:**

Household Size	50% MFI	80% MFI
1 person	At or below: \$24,950	At or below: \$39,900
2 people	At or below: \$28,500	At or below: \$45,600
3 people	At or below: \$32,050	At or below: \$51,300
4 people	At or below: \$35,600	At or below: \$56,950
5 people	At or below: \$38,450	At or below: \$61,550

Thank you! Please mail this application, or drop it off in person, with several samples of your items, to: Trillium Artisans, 9119 SE Foster, Portland, OR 97266. If dropping off in person, please contact Christine to make an appointment first. If you have questions about filling out this application, please call us (Amanda or Christine) at 503.775.7993 or send an email to [christine@trilliumartisans.org](mailto:christine@trilliumartisans.org).



## Product Review Committee Criteria 2010/2011

**NOTE: THIS PAGE IS TO BE FILLED OUT BY TRILLIUM'S PRODUCT REVIEW COMMITTEE ONLY.**

Date: \_\_\_\_\_ For \_\_\_\_\_ (product name) by \_\_\_\_\_ (artisan)

**Product passed \_\_\_\_\_ Product did not pass \_\_\_\_\_**

The first five criteria below must be checked as a yes for your product to pass review.

\*Please include a prop if your product is used with something else. For example: if you make wine corks, please provide an empty wine bottle. For apparel, photos of items being worn by models would be helpful.

	<b>Question</b>	<b>Yes</b>	<b>No</b>
Recycled Content	Is the product made from at least 50% recycled or reclaimed materials?	<input type="checkbox"/>	<input type="checkbox"/>
Durability	Is it well made? Will it meet the high standards of high-end green consumers?	<input type="checkbox"/>	<input type="checkbox"/>
Product Lines	Does it fit within our existing product lines of Garden, Home Décor, Pets, Women's Accessories, Gifts, Apparel, or Children's items? We are not currently accepting 2-D gallery art.	<input type="checkbox"/>	<input type="checkbox"/>
Living Wage	Is it priced to pay the artisan a living wage of \$12.50 an hour?	<input type="checkbox"/>	<input type="checkbox"/>
Perceived Value	Will Trillium customers buy it for the suggested price?	<input type="checkbox"/>	<input type="checkbox"/>
Competition/Market Trends	Is there a niche market for this item in Portland or in the U.S.? (if the market is already glutted with the item, check no)	<input type="checkbox"/>	<input type="checkbox"/>
Shipping & Handling	Will it be easy to package for shipping or transport to fairs and/or to ship ground?	<input type="checkbox"/>	<input type="checkbox"/>

Comments: