



Staff use only

Pass No Pass Conditional Pass
Contacted on: _____ Email Phone

Product Review Application 2012

Date: _____ Referred by: _____

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

1. Product name: _____
2. Purpose (meaning, how it is meant to be used?): _____

3. Is it made from at least 50% recycled and/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:

- If your product does not meet the recycled/reclaimed content criteria, it will not pass review.
- Trillium requires that artisans pay themselves a "living wage" of \$12.50 per hour.
- Market research should accompany your product, such as printed pages from a website showing a product similar to yours being sold locally and/or nationally. This can also be sent via email.
- Please include a prop if your product is used with something else. Example: if you make wine stoppers, provide an empty wine bottle. For apparel, photos of items being worn by models would be helpful.
- Please fill out a separate application for each different product line made from different materials, AND for each product made from different materials within a product line. (If you have questions, see our FAQ.)

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

| | | |
|--|--|---|
| Materials costs per unit: | Your Product: | Example: 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 by 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 himself or herself 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 artisan to make a living 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).

7. What is your Suggested Retail Price? _____

8. Do you sell online? Please list your website, online shop, and/or blog, if applicable: _____
9. Are there other products like this on the market in Portland? Nationally? If so, where? What prices do they sell for? _____

10. Do you currently sell this product at other places in Portland? If so, where? _____

11. How long have you been in business? _____
12. Are you interested in wholesaling this product? _____
13. Please provide any necessary customer care instructions: _____

14. 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). _____
15. Yes, I'm ready to commit to staying with Trillium's program for three years (please initial). _____
16. Yes, I'm ready to make quarterly sales reports (please initial). _____
17. Yes, I certify that all of my work is my own original design (please initial). _____
18. Yes, I understand that I will be expected to earn at least \$250 in business income outside of Trillium in the first six months of enrollment (please initial). _____

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

| Household Size | 80% MFI |
|----------------|-----------------------|
| 1 person | At or below: \$40,350 |
| 2 people | At or below: \$46,100 |
| 3 people | At or below: \$51,850 |
| 4 people | At or below: \$57,600 |
| 5 people | At or below: \$62,250 |

Please mail this application, or drop it off in person, with at least three samples of each product line, to: Trillium Artisans, 318 SW Taylor St., Portland, OR 97204. If dropping off in person, please contact Amanda to make an appointment first. If you have questions about filling out this application, please call Amanda at 503.775.7993 or send an email to amanda@trilliumartisans.org. Thank you!



Product Review Criteria 2012

Note: This page is to be filled out by Trillium's Product Review Committee only. You must receive a "Yes" on ALL criteria for your product to pass review.

Date: _____ For _____ (product name) by _____ (artisan)
Product passed _____ **Product did not pass** _____ **Conditional pass** _____ (see comments)

| | Question | Yes | No |
|----------------------------------|---|--------------------------|--------------------------|
| Recycled Content | Is the product made from at least 50% recycled, reclaimed, repurposed, or upcycled materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Product Lines | Does it fit within our existing product lines of Garden, Home Décor, Pets, Jewelry, Accessories, Gifts, Apparel, or Children's items? | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Living Wage | Is it priced to pay the artisan a living wage of at least \$12.50 an hour? | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Durability | Is it well made? Will it meet the standards of high-end green consumers? | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Perceived Value | Will Trillium customers buy it for the suggested price? | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Trillium Brand | Is this product reflective of the best of repurposed craft? | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Entrepreneurial Potential | Does this product show potential for future sales? Is the artisan committed to growing his/her business with this product? Is there a consistent source of materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |

Comments: