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SimpCo Sells Agreement Waiver

By visiting the market (Facebook page), going through with the verification process and being accepted into the group, the user has thereby agreed to the following terms:

- You have visited the website and reviewed the handbook.
- You are either a current Simpson student or faculty member.
- You comprehend and agree to abide by the transaction process guidelines.
- You comprehend and agree to abide by the transaction payment process.
- You comprehend and agree to do all payment for a transaction at either the Information Desk in Kent Campus Center or the front desk in Dunn Library. You also agree that all transactions – with exception of unique products and services (ex: furniture, lawn mowing) – must be exchanged at either the Information Desk in Kent Campus Center or the front desk in Dunn Library as well.
- You comprehend and agree to abide by our tax laws outlined within the handbook.
- You comprehend and agree to abide by our code of conduct expectations and limitations.
- You agree that SimpCo Sells is just a platform for buyers and sellers within the Simpson community, and that SimpCo Sells will not be a “middle-man” in the transaction. Therefore, you waive SimpCo Sells of any and all responsibility for outcomes of your respective transactions. Thus, any legal, ethical, or logistical problems that may arise between you, the product or service, and the other parties involved in the transaction, are not the responsibility of and will not be associated with SimpCo Sells.
- Lastly, you agree that you will not use the SimpCo Sells business name or logo for any personal endeavors that are not approved by the business operators, including the following:
 - o Using the name “SimpCo Sells” or any of our logo in association with your own products, services, or business without permission from site operators.
 - o Using the name “SimpCo Sells” or any of our logos AS YOUR OWN for your own products, services, or business.
 - o Using the name “SimpCo Sells” or any of our logos for your own marketing endeavors through merchandise, social media, or other marketing platforms and tools.



SimpCo Sells User Handbook

How to Join the Market:

1. All users must have a personal Facebook page.
2. Go to our website.
3. Review all information on the website in regard to what the business is about, how to use it, and guidelines of use.
4. After reviewing all of the information on the website, users will be able to find a link to our market (Facebook page) on the bottom of the page (Facebook icon).
5. Users must attempt to join the Facebook group, which will be followed by a short verification process.
6. The verification process is going to include a questionnaire to determine if users are part of the Simpson community.
7. Once correct information is submitted and approved, transactions may occur.

Transaction Process:

All listings and transactions will be conducted through our Facebook page, SimpCo Sells. The page includes... All listings must follow the predetermined posting format, and you may express interest in products or services in the comments section, but all actual negotiations must be conducted via Facebook Messenger (not in the comments section).

When making a post on the Facebook page, all posts must follow the following format:

- Name of Seller:
- Name of Seller's Business (If applicable):
- Description of Experience (explain how long you've been doing it, recent projects, recommendations from past sales, etc.) (If applicable):

- Products/Services for Sale & Description:
- Intended Location of Sale (Info Desk in Kent or Front Desk in Dunn Library):
- Contact Information (Phone, Email, etc.):
- "DM for pricing" at the end of the post:

For a transaction that is a gently used item, the user who is selling the product must comment "SOLD" on the original post when the transaction is complete in order to indicate that the product is no longer available.

For a transaction that is facilitated by a business in which they offer either constant sale of products and services, there is no need to indicate if a product or service has been sold as long as it will continually be offered on the site. If the user offering the products and services no longer has interest in using the platform for promotion of their business, then they are to comment "No longer offering products/services".



Transaction Payment:

Vendors and their customers will deal with the financial transactions, as the market serves only as a connecting platform for both parties. Form and timing of payment is determined between the respective parties within the transaction.

All transactions must include some form of payment; acceptable payment formats could include, but are not limited to, the following:

- Cash
- Check
- Digital Payment: Venmo, PayPal, Cash App, Apple Pay

Location of Exchange:

Actual physical exchanges of products and services, along with payment, **MUST** be initially conducted at either the Information Desk in Kent Campus Center, or the front desk within Dunn Library. If products/services require a different location than Kent and Dunn (exchange of large furniture, lawn mowing, or products/ services of this nature) then payment and first in-person meeting must be conducted at these locations, with further steps in the transaction having permission to take place in other locations necessary for completion of the transaction. This supports the safety and security component of our value proposition.

Tax Roles:

SimpCo Sells does not classify as a “marketplace referrer (seller)” because we do not obtain consideration for any referrals (sales). All sales tax depends on the type of sale and the seller classification. For people selling gently used items for a lesser price than originally bought, there is no sales tax included. For users who plan to use the platform to sell their own services or products for-profit, they must abide by the Iowa Sales and Use Tax Guide (6% sales tax) that has already been implemented by the state. The selling party must include sales tax in their final price.

Reference links for more information on our tax policy, below:

- <https://tax.iowa.gov/iowa-sales-and-use-tax-guide>
- <https://www.davisbrownlaw.com/davis-brown-tax-law-blog-article.aspx?id=2566&Understanding+Iowa>



Code of Conduct – Expectations:

For any and all users to perform sale and resale tasks on this site:

- Be respectful of all other users on the platform
- Be timely with communication when making a transaction – respond in an efficient manner
- Be timely with updating the availability of products or services on the site – once transaction is complete, update the original post
- When in doubt, be conservative with language choice (don't use discriminatory, offensive, or conflicting language)
- Be sure of the products or services you post for sale (don't offer products or services that you aren't willing to go through a transaction process for)
- Do not post products or services that are seen as illegal by the United States of America Government
- Use good judgment when offering products or services to the Simpson community – if it seems inappropriate, or would be viewed in way that violates Simpson College's Student Handbook, refrain from posting
- Follow the post template at all times to ensure enough information is available for both parties involved
- Make sure all pricing information is discussed in private via Facebook Messenger, email, phone, or some other exclusive form of communication
- If there is suspicious behavior on the site, or a user who is not recognized by the Simpson community, please report it to site operators, Simpson authorities, and legal authorities if necessary



Code of Conduct – Limitations:

Products and services deemed as appropriate for sale and resale on the site include:

- o Gently used items – furniture, books, shoes, clothing, etc.
- o Products sold by a user owned and operated business – artwork, baked goods, woodwork, crafts, etc.
- o Services sold by a user owned and operated business – graphic design, coaching lessons, haircut services, photography, coding, tutoring, etc.

Please be smart with all posts made. The intention for this platform is to enhance Simpson College’s entrepreneurial opportunities, while also allowing Simpson student to engage in safe and secure commerce. Please abide by the rules and regulations, and there will be no problems.

Posts with the following qualifications are at risk for being deleted by site operators, as well as having users reported to Simpson College authorities or Indianola Law Enforcement:

- o Discriminatory or offensive language
- o Users unrecognized by the Simpson Community (not current students or faculty)
- o Products and services that are deemed as violating Simpson College’s Student Handbook
- o Products and services that are deemed illegal by the United States of America Government

Helpful Tidbits:

If users read, comprehend, and follow the guidelines set forth in this handbook, business should operate safely and in an efficient manner. Other helpful tidbits to find success on this platform include but are not limited to:

- Less is more when posting – provide all the information a buyer will need about a product or service in as few words as possible
- When in doubt, contact our team – if the product or service may violate Simpson College’s Student Handbook or Federal Law, please contact our team to determine if it is okay to sell the product or service prior to posting
- Use photos when posting products or services – helps other users fully grasp what is being sold
- Know how to present yourself and your product/service – use professional language, branding, testimonials, and photography in order to make your product/service stand out from the rest being sold on the platform