

Langley Thrift Shop
757-764-7261

<http://langleyosc.org/thrift-shop/>

Days of Operation: Tuesday, Wednesday, and Thursday
Hours: 10:00 am - 2:00 pm for purposes of shopping
10:00 – 12:30 for taking in consignments

The Langley Thrift Shop (“Shop”) is unable to assist in the loading or unloading of your items. Please make arrangements for any labor needs you may require.

Essential Steps for Consignment

- Purchase inventory contract for .25 cents (available online to print at home for free)
- Purchase price tags for .25 cents (per half sheet/24 tags)
- Gather items at home and fill out inventory sheet (example on last page of this packet).
- Arrive at the Shop between the hours of 10:00 am and 12:30pm.
- You may bring in 15 items 3 times a month. A total of 45 items per month.
- You are limited to three (3) like clothing items (example: you may bring in 3 women, 3 men, 3 boy, 3 girl items per inventory contract). This may change due to space availability at the discretion of the Manager. Any changes will be posted on social media as well as in front of the Shop.

Tagging your items is for your benefit. The purpose of a tag on each item is to ensure you’ll get credit. Items not tagged cannot be sold. If tags are not properly attached and become separated from the item, the item cannot be sold.

Items found without tickets will be put in our Lost and Found area until the day it expires. Any item not claimed by expiration date will be sold as Shop property.

First line = Description of Item

Second line = your account number; it will consist of last name initial + last four phone number digits.

For this example:

L- is the first letter of the last name 1234 is last four digits of the consignors phone number

Third line is the month and day the item is placed for consignment

Fourth Line is Price

Price Tag Example:

Charlotte’s Web L1234 7-5 \$3
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Seasonal Schedule:

Jan-March---Spring

March-June---Summer

July-September---Fall

Sept-December---Winter

Holiday clothing and decor---60 days before the Holiday.

If another consignor has the same last four, a zero will be added to the end of your number and you will be notified.

Consignors will be paid a seventy percent (70%) profit for each item consigned and sold by the Shop. The Shop will earn thirty percent (30%) profit from each consignor item sold.

Merchandise remains on consignment for sixty (60) days. **Items on consignment past 60 days become the property of the Shop.**

Consignors must ensure the Shop has the consignors current mailing address on file for purposes of issuing funds via bill pay. In addition to the situations discussed in the following three (3) paragraphs, any consignor may request their funds be issued via bill pay.

- Checks will be ready for pick up at the Shop after the 7th business day of the month. Checks are void after 90 days. Consignment checks will not be reissued except for those that could not be picked up due to PCS status, extended TDY, or deployment.
- Checks are not written for less than \$5.00. Any funds earned that equal less than \$5.00 will be issued to the consignor via bill pay. Bill pay is mailed directly to the consignor so it is imperative that the Shop be provided with a current mailing address at all times.
- Should any consignor want a physical check mailed to them, a self-addressed stamped envelope must be provided. The Shop will keep said envelope in the consignors file and mail any check using the envelope provided.

Langley Officers' Spouses' Club is a 501(c)(4). Donations made to the Shop may not be tax deductible. The Shop is without the authority to provide any documentation of donations received for tax purposes.

MARKDOWN OF ITEMS

"Markdown of Items" must be done during the consignment hours of 10:00 am – 12:30 pm. It is the customer's responsibility to know if items to be marked down remain available for sale.

Consignors may mark down the selling price of an item ONE time during the consignment period.

Information on an existing contract can be changed only by the account holder or alternate named on the account card. No markdowns will be made by phone.

REMINDER: Marking down the price of an item DOES NOT extend the original expiration date.

MARKDOWN STEPS

- Bring items to the consignment area.
- Decide on the lower price.
- Allow the Manager to line through the original price and write the new price on the tag.
- The Manager will also annotate the markdown price on the original consignment sheet in the Markdown column.
- After the markdown is completed, the Manager will replace your items on the floor for sale.

RTO - RETURN TO OWNER

"Return to Owner" (Withdrawal of items) must be done during the consignment hours of 10 am- 12:30 pm.

Signing the inventory contract acknowledged you reviewed the Langley Thrift Shop's policies, procedures, and financial rules. Merchandise on consignment will be held for sixty (60) days. Items on consignment past 60 days

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become Shop. It is the consignor’s responsibility to know when items are at the sixty (60) day consignment mark. Consignors will NOT be notified when their items are nearing the sixty (60) day mark or when that time period has past; this is simply not practical for the Shop considering the number of consignors and items consigned.

Items removed by the consignor from the Shop prior to sale shall be subject to a twenty-five cent (\$.25) withdrawal fee. An item may be reentered for sale only once and may not be re-consigned until after sixty (60) days.

If you wish to withdraw unsold items, please collect said items and report to the Manager.

Items not sold or not withdrawn by the owner on the expiration date, or should the Shop be closed, the first business day following expiration, will become Shop property.

If you are slated to go TDY or if something will keep you from being present to do this, you must plan with the manager prior to your departure- NO EXCEPTIONS.

RTO STEPS

- Bring items to the consignment area.
- A volunteer will retrieve your file. The volunteer will locate each item on your contract and write the date of withdrawal in the “RTO” column.
- Both you and the volunteer will initial each transaction.
- The volunteer will use a red pen and write “RTO” on the tags.
- The volunteer will remove these items from the computer at this time and hand the tickets to the cashier. Customers will then pay the RTO fees to the cashier (\$.25/item).

Inventory Sheet Example

Item #	Description	Color	Size	Price	Markdown	RTO
1.	Old Navy Shirt	Red	M	\$3		
2.	Set of Dishes-Household	White	n/a	\$3		
3.	Full Sized Sheet Set	Cream	Full	\$5		

Please fill out contact information at top of inventory sheet to include date bringing in inventory.