

_____ Consignor Number (filled in by staff)

Consignor Contract

| | | |
|----------------------------|---|---------------------------|
| _____ | <u>Permission to Pick Up Check</u> | <u>On Check</u> |
| Consignor's Name | | (Y/N) |
| _____ | _____ | |
| Consignor's Street Address | Name (First, Last) -- <i>please print</i> | |
| _____ | _____ | |
| Consignor's City/Zip | Name (First, Last) -- <i>please print</i> | |
| _____ | | |
| Consignor's Phone Number | | |
| _____ | | |
| Consignor's E-Mail | | |
| | | |
| A _____ | B _____ | |
| A-Reduce by 20% | -OR- | B-Maintain Original Price |

I, _____ (print your name) have received, read and agree to the Offutt AFB Thrift Shop Consignment policy.

Consignor Signature/Date

SEASONAL CLOTHING/SHOES SCHEDULE

Spring/Summer (March 1 – August 16)
(No coats, long sleeves, sweaters or boots)

Fall/Winter (September 1 – February 14)
(No shorts, sleeveless, short sleeves, or sandals)

CONSIGNOR LIABILITY

The consignor retains all risks for loss or damage to the consigned property. Consigned property is not insured, and therefore the Offutt OSC Thrift Shop does not assume responsibility for loss or damage as a result of theft, fire, vandalism, clerical error, computer error or any cause while the property remains in the Thrift Shop.

The Offutt OSC Thrift Shop reserves the right to refuse any items and/or service.

ALL SALES ARE FINAL. NO REFUNDS. NO RETURNS.

Regular Thrift Shop hours are 10 AM to 2 PM, Wednesday through Friday and the 1st and 3rd Saturdays of each month. Consignments are accepted from 10 am to 12:30 pm on days the Thrift Shop is open. Hours are subject to change due to weather conditions and/or volunteer availability. The Thrift Shop follows the Bellevue Public Schools snow day (no school) announcements. Consignment sheets must be completed and hidey tags in place PRIOR to coming in.

New Consignor Information

1. **Consignors must be at least 18 years old and hold either an Active Duty, Retired, Reserve, Dependent or DOD Civilian ID card.**
2. **Consignors are limited to one (1) listing sheet per week.**
3. **You can only operate one (1) consignment account per household.**
4. **There is a \$.50 charge per contract sheet.** A consignor may purchase additional sheets for later use.
5. **Contracts are available for print at:** <https://offuttosc.com/consign> for **free**. A copy of your completed contract can be made at the Thrift store for \$.25.
6. **Twenty (20) items may be consigned per day.** Only six (6) items may be alike/same category (6 clothing pieces, books, etc). FURNITURE, WALL DÉCOR, LAMPS, and LUGGAGE/BAGS categories are not subject to the 6 alike items restriction and require Day Lead or Manager approval. As a guideline the limit is 2, space permitting. During the winter months we accept 2 coats / snow pants / snow boots per contract (these count towards your clothing/shoes limit). The manager may elect to reject items based on space availability, as a guideline if the entire consignment does not reasonably fit into a 18" x 26" x 12" laundry basket, the manager will be consulted to ensure the shop has room.
7. **Consigned items are under contract for 60 calendar days.** When sold, the consignor receives 75% of the selling price. The Thrift Shop retains a 25% commission. Checks are available at the register and are issued on the 10th of each month for items sold during the previous month. Checks are void after 60 days and **will not be reissued**. A consignor may submit up to three (3) self-addressed stamped envelopes so checks can be forwarded.
8. **The consignor sets their own selling price.** Volunteers are strongly encouraged not to suggest prices to consignors, but rather suggest consignors view prices of similar items on the sales floor. Minimum selling price is \$2 followed by \$.25 increments
9. **The consignor will choose either option A or B.** Option A automatically marks items down 20% after thirty (30) days. Option B will have NO markdown during the consignment period. If the consignor does not give an option, Option A will be the automatic selection. The selected option CANNOT be changed for items already consigned.
10. **Any unsold items can be withdrawn (removed) from contract during store hours if removed before the removal date for a fee.** Unsold items remaining in the Thrift Shop on the removal date or beyond become the property of the Thrift Shop. Withdrawals cannot be re-consigned for 30 days.
11. **Any items found to be defective or in unsatisfactory condition after consignment acceptance may be pulled from the sales floor.** The consignor will be notified, and the item(s) will be held until their withdrawal date should the consignor wish to collect them. No fee will be charged for items pulled by staff.
12. **The buying or selling of items in or around the Thrift Shop BEFORE they are consigned and under contract is prohibited.**
13. **Consignors with PCS orders may bring in up to 5 contracts but must make an appointment.** Individual contract rules apply. The manager may elect to reject items based on space availability.

CONSIGNMENT POLICY OF SPECIFIC ITEMS

BOOKS: All books must be sold **individually**; books may only be bundled if they are part of a series or share an obvious similarity (same author, character, AND size). Bundled books only count as 1 item on the listing sheet, but each book counts towards the 6 like items within the category.

CASE DISPLAY: The consignor may request to have a more valuable item placed in one of the display cases. The decision will be made at the discretion of the management and is not guaranteed.

CLOTHING: Unless items are definitely an outfit and made by the manufacturer as such, they must be consigned separately.

ELECTRICAL ITEMS: Electrical items being consigned will be tested by volunteers and the consignor must initial the "electrical column" on the contract to declare an item is in working condition. We do not accept non-working electrical items. **NOTE:** Any customer who repeatedly consigns faulty electrical items and declares otherwise will be prohibited from consigning any electrical items.

PUZZLES/GAMES/TOYS: All consigned puzzles, games and toys must be complete with NO missing pieces. Any consignor who repeatedly consigns items with missing pieces will be prohibited from consigning these items.

ITEMS \$200 & OVER: Items in this price range must be approved by the manager before being accepted for consignment.

HOLIDAY ITEMS: Holiday items expire **on** the associated holiday and must be withdrawn before or on that holiday or they become Thrift Shop property. The Thrift Shop does not charge a withdrawal fee for holiday items.

WITHDRAWAL FEES: \$.50 per item

PLEASE REFER TO THE POSTED LIST OF UNACCEPTABLE ITEMS IN THE CONSIGNMENT AREA

I agree to the Offutt OSC Thrift Shop policies and consignment rules. This contract remains effective indefinitely. A new contract will be signed if a change is made.

Consignor Signature

Thrift Shop Volunteer Signature

New Consignor Information