

## **CONSIGNMENT CONTRACT for Military Members**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

1. The Thrift Shop is a private organization, and is not affiliated with the federal government, DOD, or the Dept. of the Army. This consignment agreement is a private contract between the Thrift Shop and you, the consignor. Thrift Shop management may unilaterally terminate any consignment agreement for noncompliance with the terms and conditions of the consignment agreement.
2. Members of the DOD family may enter into a contract with the Thrift Shop. You must present an ID card when consigning. One contract per sponsor. Persons authorized to consign: Active Duty, Dependents, Retired, National Guard, NAF, or DOD Civilian Personnel.
3. The Thrift Shop has the right to refuse any article for sale.
4. Items not accepted. See "*Unacceptable Items*" list.
5. Clothing will be clean, free from stains, in good condition, and appropriate for the season and style.
6. Items found to be unacceptable (stained, broken, etc.) after they have been consigned, will be donated upon management approval.
7. Seasonal and holiday decorations will be accepted at the Manager's discretion. Regardless of when consigned, holiday items must be withdrawn prior to the holiday or the item will become Thrift Shop property.
8. Please obtain prior approval from the Manager before bringing in large items or furniture.
9. The Thrift Shop retains **30% of the selling price** of each item.
10. The minimum price that can be placed on an item is \$2.00 with increments of \$0.25 increases.
11. No more than **16 items** may be consigned, (**No more than 8 pieces of clothing**) per consignment day, per family. Families PCSing within 60 days may bring in **24 items** per consignment day.
12. Please do not package items that do not belong together as one item. This is not fair to other consignors, and it also makes keeping track of the items difficult for the staff.
13. The Thrift Shop Consignment Contract covers a period on the sales floor of approximately 8 weeks, beginning on the date of consignment. These 8 weeks may be longer than 8 calendar weeks depending on holidays. Unexpected one-day closings will NOT extend the length of the contract.
14. It is the consignors' responsibility to keep track of when their items will expire.
15. There is a 5 item limit, per week, for markdowns, and items may ONLY be marked down ONE time during the 8 week consignment period. All markdowns must be performed at least 2 weeks prior to expiration. It is the consignor's responsibility to ensure that all markdown prices are properly reflected on the price tag.
16. Items may be claimed by the consignor during the time of the contract at a rate of fifty cents (\$0.50) or 10% of the original asking price, whichever is greater. If items are not reclaimed, or sold before 1 PM the day the item expires (Thursday of the 8<sup>th</sup> week), the items will become Thrift Shop property. Please check the "*Important Dates*" for expiration dates.
17. Any reclaimed items must remain out of the Thrift Shop for a period of 60 days.
18. No unauthorized private selling in the Thrift Shop or in the Thrift Shop parking lot is allowed.
19. Checks will be available on the 2nd working day of each month for the items that sold the previous month. **CHECKS EXPIRE 90 DAYS AFTER ISSUE!** Expired or unclaimed checks will not be re issued!
20. The Thrift Shop assumes no liability for any item left for consignment. **CONSIGN AT YOUR OWN RISK.**
21. There is a \$5 set up fee for new accounts or accounts that have been inactive for over 6 months.
22. All consignment activities must be conducted during consignment hours.
23. Not adhering to the terms of this contract; you are subject to being permanently banned from consigning at the Fort Novosel Thrift Shop.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_