

**Thrift Shop at Fort Sam Houston (TSFSH) - Consignment Form**

W, Th & 1<sup>st</sup> Sat: 9:30-2:30; Consignments 9:30-1

Shop#221-5794; Consignment #221-4537: Call for weekly updates

Act #	ID ck	Rec by	Date Today	Expiration Date	Holiday Exp.
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Like us on Facebook at [ThriftShopOfFortSamHouston](http://ThriftShopOfFortSamHouston)

**We reserve the right to terminate/decline consignor privileges at any time.**

Name: Last:		Name: First:			
Address:			City:		State:
Phone:		Email:			
Item #	Description (Please Print Clearly and Give a Detailed Description of Each Item.)	Size	Price (no \$)		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
*13	Volunteers Only				
*14	Volunteers Only				
*15	Volunteers Only				

**I, the undersigned, in consideration of the sales, service and selling price stated herein, do hereby agree that I will abide by the sales policies of the Thrift Shop which are as follows:**

1. Thrift Shop will retain a **25% commission** of the selling price. The minimum starting price on any item must be **\$3.00 and in .25 increments. The lowest reduced price cannot go below \$1.00.**
2. Consignor must be a DOD ID card holder and 18 or older. Only one account per household. Daily limit is **12 items** with **no more than 6 total clothing items.** Also, **no more than 3 like items per category.** (Example: 3 tops, 3 bottoms, 3 purses, 3 toys, 3 pair shoes, 3 rugs, 3 lamps, 3 jewelry items, holiday, etc.)
3. At completion of the **60 day** consignment period, **ITEMS MUST BE WITHDRAWN WITH FEE OR WILL AUTOMATICALLY BECOME A DONATION TO THE THRIFT SHOP OR ITS RELATED CHARITABLE ORGANIZATION. I understand that I will not receive further notice.** Items may be withdrawn during consignment period or by close of business on expiration date above with a fee as follows: Item Price/Fee :Up to \$25 /\$.50; \$25.01- \$50 /\$1; \$50.01- \$75 /\$2; \$75.01- \$199/ \$3; \$200/\$4;\$300/\$5;\$400+/\$6.
4. **Consignor checks** will be available for **pick up** on the first Thrift Shop business day that falls **on or after the 10<sup>th</sup>** of the month. **CHECKS ARE VALID FOR 90 DAYS AND WILL NOT BE REISSUED.** Consignors may provide self -addressed stamped envelopes to receive checks by mail especially if moving from the San Antonio area. **ALL FUNDS FROM CONSIGNOR CHECKS THAT BECOME INVALID WILL AUTOMATICALLY BECOME A DONATION TO THE THRIFT SHOP OR ITS RELATED CHARITABLE ORGANIZATION.**
5. **Price Reductions:** Within the consignment period, items may be **MARKED DOWN ONCE** and must be changed and initialed **in the consignment department. This does not extend the original expiration date stated on this contract.** The Thrift Shop may call a consignor during the contract period to request a price reduction of an item if the selling price is \$50 or more. Re-consignment upon expiration of an item is at the discretion of Management and must be reduced by **at least 25% of the lowest previous price.** Items withdrawn @ \$3.00 or less may not be re-consigned.
6. **THE THRIFT SHOP IS NOT RESPONSIBLE IN CASE OF DESTRUCTION BY FIRE, THEFT, LOSS OR DAMAGE OF ANY KIND AND WILL NOT BE RESPONSIBLE FOR LOCATION OF ANY MISPLACED OR MISSING ITEMS.**
7. **Private sales** within the Thrift Shop or on Thrift Shop property are **strictly forbidden.** Sales of items will occur only after the items have been processed through normal consignment procedures. Violations will result in loss of Thrift Shop privileges for seller and buyer. Bags, boxes and carryalls are not allowed on the Thrift Shop floor.
8. Large items, such as furniture, must have Manager's approval prior to consignment. Any extra-large items purchased, **must be picked up within three (3) business days.** Thrift Shop volunteers are not responsible for loading or unloading large items.
9. **Consigned Holiday Items Must Be Picked Up and Fee Paid by Close of Business on the Last Day Prior to Said Holiday or Reg. exp. Date, if sooner, or it Becomes Thrift Shop Property.**
10. We reserve the right to reject any item for consignment at any time. Signed: \_\_\_\_\_ Date: \_\_\_\_\_