



**Thrift Shop of Fort Sam Houston  
VOLUNTEER CONSIGNMENT FORM**

Wed, Thur & 1<sup>st</sup> Sat: 10:30-2:30; Consignments 10:30-1:00

Acct #	ID ck	Rec by	Date Today	Expiration Date	Holiday Exp.
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*We reserve the right to terminate/decline consignor privileges at any time.*

<b>Last Name:</b>		<b>First Name:</b>	
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			
13VOL*			
14VOL*			
15VOL*			

**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 **30% commission** of the selling price. The minimum starting price on any item must be **\$3.00 and in .25 increments. The lowest reduced price is \$3.00.**
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 At completion of the **60 day** consignment period, **ITEMS MUST BE WITHDRAWN WITH FEE OR WILL AUTOMATICALLY BECOME A DONATION TO THE THRIFT SHOP OR ITS RELATED CHARITABLE ORGANIZATION. I understand that I will not receive further notice.** Items may be withdrawn during consignment period or by close of business on expiration date above with a fee as follows: Item Price/Fee :Up to \$25 /\$.50; \$25.01- \$50 /\$1;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. **Price Reductions:** Within the consignment period, items may be **marked down twice** and must have appropriate form **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. **RE-CONSIGNMENT IS NOT ALLOWED.**
5. **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.** The consignor account balance must be \$10 to be printed or the balance will roll over until the next month. Consignors may provide self-addressed stamped envelopes to receive checks by mail. **ALL FUNDS FROM CONSIGNOR CHECKS THAT BECOME INVALID WILL AUTOMATICALLY BECOME A DONATION TO THE THRIFT SHOP OR ITS RELATED CHARITABLE ORGANIZATION.**
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. **LARGE PURSES, 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. 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: \_\_\_\_\_

# CONSIGNMENT

## Permanent DO NOT TAKE List\*

The Thrift Shop of Fort Sam Houston DOES NOT ACCEPT THE FOLLOWING for consignment **including DIRTY, DAMAGED OR INOPERABLE ITEMS.**

**Large Appliances:** washers, dryers, dishwashers, refrigerators, window unit air conditioners, carpet cleaners. Ads/pictures can be placed on the bulletin board for .50 cents per week and interested persons can contact you directly. *(Smaller appliances such as dorm size refrigerators, microwaves, coffee pots, toasters are OK if they can be plugged in and tested as operational)*

**Auto Parts:** no used parts. Auto accessories and tools are OK

**Baby Items:** cribs, high chairs, car seats, jump chairs, saucer seats, swings, booster seats

**Books:** books and magazines (will accept via donation only)

**Beauty/Health Care Products:** make-up, shampoo/conditioner, hair dyes, wigs, used hair care products like barrettes, headbands, curlers/curling irons, brushes or combs

**Building Materials or Parts:** wood, nails, doors, windows, paint, varnish, pieces of cut glass

**Clothing:** used bathing suits, blue jeans, event/commemorative t-shirts/jackets/hats, used undergarments including sports bras, used socks, men's suits, sport coats, two piece sets (tops/pants; jacket/skirt for example), used scrubs, used maternity, used sleepwear, used work out wear

**Computers:** computers, printers, typewriters, keyboards, monitors, fax, copy machines, ink cartridges, scanners, disc/holders; (NEW computer and photo paper, unopened blank DVD's and CD's are ok.)

**Crafts/Holiday:** homemade items accepted ***only at the discretion of the Thrift Shop Manager***

**Electronics:** tube TV's, speakers, used cell/home and cordless phones, VCR players, cassette players; *(Small flat screen TV's 32" or less, small stereos, radios, clock radios, boom boxes and small electronics which can be easily tested before tagged or purchased are OK)*

**Food:** perishable food items to include vitamins, supplements, etc.

**General:** gift bags, reusable totes, plastic binders, used markers, pens

**Housewares:** pressure cookers, generic floral vases, used candles, ice cube trays, hangers

**Household Goods:** blinds, shades, ceiling fans

**Linens:** Used sheets, towels. Suggest donating to local animal shelters. *We will accept new, with tags on.*

**Liquids:** NONE

**Mattresses:** mattresses (regular or inflatable), box springs, mattress pads, foam pads, sleeping pillows

**Media:** VHS tapes, cassettes, CD's, records, 8 tracks, personally recorded DVD's and CD's; *(DVD's and CD's that are unopened with the original seal not broken can be accepted)*

**Military:** military uniforms, PTs, dress shoes, boots, flags, or military-issued items. *(Donations accepted)*

**Outdoor/Garden:** gas powered equipment, propane tanks, used water hoses, anything inflatable

**Pet:** scratching posts; bedding only if clean and in good condition

**Sports:** trophies/award plaques

**Toiletries:** used toiletries/hygiene products, perfume; used nail clippers and used nail files

**Toys:** stuffed animals, balloons; ***Dolls accepted at Thrift Shop discretion***

*The Thrift Shop of Fort Sam Houston is not part of the Department of Defense or any of its components. It has no governmental status.*

Revised March 2025