

## WCSC Thrift Shop Consignment Rules and Policies

Effective October 27, 2022

### A. Eligibility

1. **Only valid ID card holders (U.S. Military, Civilian, DOD, & NATO) 18 years of age or older with active SOFA status may consign at the WCSC Thrift Shop** (hereby referred to as the TS).
2. Only one account number will be issued per household.
3. **Consignment privileges will be revoked if the consigner:** 1) sells any item to the public while on the TS premises (including the parking lot), 2) uses the TS as a proxy to resell repeatedly purchased or manufactured goods, 3) attempts to sell items at the TS that have been obtained from the Recycle Center or NAF Sale. Doing so is in violation of Army Regulation 215-1 and USAREUR Regulation 210-70.

### B. Consignment Policies

1. See in-store for consignment days and hours. Consignment days and hours are subject to change at any time.
2. See in-store for the per-day consignment item limit. The per-day consignment item limit is subject to change at any time.
3. **Items are consigned for a period of 60 calendar days.**
4. **The minimum asking price per item is \$20.00. Prices for items must be set in increments of \$1.00.**
5. The TS is not responsible for pricing errors made by the consignment clerk or other personnel. The price difference will be absorbed by the consigner without recourse against the TS.
6. **All consignment items must be listed with a description and price on an inventory sheet to be provided to the consignment clerk. Inventory sheets must be completed before bringing consignment items into the store.** Any item left in the consignment room but not listed on an inventory sheet will be considered a donation to the TS .
7. Consignors may reduce the asking price once for each consignment item during the 60-calendar day consignment period. Consignment item price cannot be reduced below the \$20.00 minimum. Price reduction does not extend the consignment period or expiration date. All price reductions must be brought to the Consignment Clerk for documentation. The number of price reductions per account per business day cannot exceed the per-day consignment item limit.
8. Withdrawal of consigned items must be done by close of business on the 60th calendar day. If the 60th calendar day falls on a non-business day, items must be withdrawn by the close of business the day prior to the 60th calendar day. Items that are withdrawn cannot be re-consigned for a period of 30 days. **All withdrawn items are subject to a 10% fee of the original asking price.**
9. Consignment items left in the store beyond the 60-calendar day consignment period will expire and become property of the TS . All proceeds from the sale of expired items go to the TS. Expired consignment items may not be withdrawn.
10. Holiday items are only accepted for consignment during specific periods of the year and must be withdrawn by the close of business on the business day of or prior to the corresponding holiday. **The 60-calendar day consignment period does NOT apply to holiday items.** Holiday consignment items are subject to the same withdrawal fee as regular consignment items. Holiday consignment items left in the store beyond the business day on or prior to the corresponding holiday will expire and become property of the TS. All proceeds from the sale of expired holiday items go to the TS. The schedule for accepting holiday consignment items is posted in-store and is subject to change at any time.
11. **All consignment items must be fully assembled, clean, free of odor, undamaged, and in good working condition.** The TS is NOT responsible for assembling, cleaning, or assisting with moving heavy/large consignment items. Those responsibilities lie solely with the consigner.
12. Consignors must receive pre-approval before bringing large items in for consignment. Otherwise, large items may be denied. See in-store for preapproval requirements and process.
13. Consignors are responsible for checking the Rejected Area for their items. If an item is rejected after the time of consignment, the item is dated and held in the Rejected Area for 14 days. If the rejected item is not claimed by the

consigner within 14 days, it will become property of the TS and will be disposed of. Items may be rejected after the time of consignment if the item is discovered to be unsuitable for sale for any reason.

14. The TS may decline to accept any consignment item at any time for any reason. Consignors are responsible for checking the current list of unacceptable items prior to consignment. Items not explicitly mentioned on this list may still be declined.
15. Consignors are not notified when items are sold, rejected, or expired. Consignors are responsible for monitoring their own account activity.
16. Mechanical, electrical, or other items that cannot be thoroughly tested in the store will be released to the purchasing customer on a Merchandise Return Exception. These items will be sold and refunded per WCSC Thrift Shop policy.
17. Accounts will not be serviced over the phone or by email; all account servicing must be done in person.
18. The TS is not responsible for loss/damage to any consignment item for any reason. Items are consigned at the owner's risk.

### **C. Proceeds of Sales**

1. **The TS will retain 30% of the sale price of each consignment item sold as its commission. The consigner will receive the other 70%.**
2. **Consignment checks will usually be available by the second Tuesday of each month for consignment items sold the previous month.** This schedule is subject to change depending on the TS operating schedule.
3. Checks may only be picked up by the individual whose name is on the check or by the individual(s) specified on the pickup authorization line of the consignment contract. **Presentation of a valid ID is required to pick up consignment checks.**
4. **Consignors who ETS/PCS may receive their check via mail after they have moved.** A "Request to Mail Checks" form with forwarding information must be completed and accompanied by either 1) three self-addressed, stamped envelopes if checks are to be mailed standard or 2) a fee of \$15.00 if checks are to be mailed certified. The TS is not responsible for inaccurate address information. Consignment checks will usually be mailed within 3 business days after the checks are available. Consignors are responsible to notify the TS if they have not received their consignment check within 30 days from the date the check was due to be mailed.
5. Deployed or TDY personnel should contact the TS to make arrangements concerning their checks and/or assign a monitor for their account (Power of Attorney is required for the monitor to pick up checks).
6. **Checks not picked up or cashed within 90 days from the issue date are automatically void and all monies will thereafter revert to the TS. The check issue date is the last calendar day of the month in which the consignment items being paid out were sold. Checks will not be reissued under any circumstance. Consignors are not notified when checks are issued or when checks are close to becoming void. Consignors are responsible for monitoring their own account activity.**
7. The TS has the right to collect outstanding debts from Consignors (i.e. NSF check fees, etc.) from the balance due the consigner for items sold.
8. **It is the responsibility of the consigner to report all income from consignment sales to the IRS.**