

WCSC Thrift Shop Consignment Contract

I, _____, on this date (month/day/year) _____, enter into a legally binding contract with the WCSC Thrift Shop according to the rules, regulations, and policies stated below. Failure to follow the rules, regulations, and policies of the WCSC Thrift Shop can result in the loss of consignment privileges.

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.**
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 WCSC Thrift Shop premises (including the parking lot), 2) uses the WCSC Thrift Shop as a proxy to resell repeatedly purchased or manufactured goods, 3) attempts to sell items at the WCSC Thrift Shop 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. **The minimum asking price per item is \$5.00. Prices for items must be set in increments of \$1.00.**
4. The WCSC Thrift Shop 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 WCSC Thrift Shop.
5. **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 WCSC Thrift Shop.
6. **Items are consigned for a period of 60 calendar days.**
7. Consigners 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 \$5.00 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 on the 60th calendar day. If the 60th calendar day falls on a non-business day, items must be withdrawn by close on the business 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 5% fee of the original asking price.**
9. Consignment items left in the store beyond the 60-calendar day consignment period will be expired and become property of the WCSC Thrift Shop. All proceeds from the sale of expired items go to the WCSC Thrift Shop. Expired consignment items may not be withdrawn.
10. Holiday items are only accepted for consignment during specific times of the year and must be withdrawn by close on the business day on 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 be expired and become property of the WCSC Thrift Shop. All proceeds from the sale of expired holiday items go to the WCSC Thrift Shop. 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.** WCSC Thrift Shop is NOT responsible for assembling consignment items, cleaning consignment items, or assisting with moving heavy/large consignment items. Those responsibilities lie solely with the consigner.
12. **Consigners 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 WCSC Thrift Shop and disposed of. Items may be rejected after the time of consignment if the item is discovered to be unsuitable for sale for any reason.
13. The WCSC Thrift Shop may decline to accept any consignment item at any time for any reason. Consigners are responsible for checking the current list of unacceptable items prior to consignment. Items not explicitly mentioned on this list may still be declined for consignment.
14. **Consigners are not notified when items are sold, rejected, or expire. Consigners are responsible for monitoring their own account activity.**
15. All mechanical, electrical, or other consignment items that cannot be properly 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.
16. **Consigners must receive preapproval before bringing large items in for consignment.** Otherwise, large items may be denied. See in-store for preapproval requirements and process.
17. Accounts will not be serviced over the phone or by email; all account servicing must be done in person.
18. **The WCSC Thrift Shop is not responsible for loss or damage to any consignment item for any reason. Items are consigned at the risk of the owner.**

C. Proceeds of Sales

1. **The WCSC Thrift Shop 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 store 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. **Consigners 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 WCSC Thrift Shop is not responsible for inaccurate address information. Consignment checks will usually be mailed within 3 weekdays after consignment checks become available. Consigners are responsible to notify the WCSC Thrift Shop if they have not received their consignment check within 30 days from the date the consignment check was mailed.
5. Deployed or TDY personnel should contact the WCSC Thrift Shop to make arrangements concerning their checks and/or assign a monitor for their account (Power of Attorney is required for 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 WCSC Thrift Shop. 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.**
7. **Consigners are not notified when checks are issued or when checks are close to becoming void. Consigners are responsible for monitoring their own account activity.**
8. The WCSC Thrift Shop has the right to collect outstanding debts from consigners (i.e. NSF check fees, etc.) from the balance due the consigner for items sold.
9. **It is the responsibility of the consigner to report all income from consignment sales to the IRS.**

Consigner Name (please print)

CMR No. BOX No. ZIP Code

Phone Number (please no DSN numbers)

Email Address (please list valid email address as this will be the primary form of contact)

Name of person(s) authorized to pick up consignment check (if OTHER than consigner)

DROS Date (mm/dd/yyyy)

I have read, understand, and agree to the terms and conditions of the WCSC Thrift Shop Consignment Contract.

Consigner Signature

Date (mm/dd/yyyy)



-----**For WCSC Thrift Shop Use Only**-----

Renewed/New/Reactivated/Replacement Account

Date Account Renewed/Opened/Reactivated/Replaced

Account Number

Previous Account Number (if replacement account)

Employee Signature

Date (mm/dd/yyyy)