

WCSC Thrift Shop Consignment Contract

Effective October 27, 2022

I, _____, on this date (mm/dd/yyyy) _____, enter into a legally binding contract with the WCSC Thrift Shop (hereby TS) 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.
2. Only one account number will be issued per household.
3. **Consignment privileges will be revoked if the consignor:** 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 a violation of Army Reg 215-1 and USAREUR Reg 210-70.

B. Consignment Policies

1. See in-store posting/staff for consignment days and hours which are subject to change at any time.
2. See in-store posting/staff consignment item limit. The per-day consignment item limit is subject to change at any time.
3. **The minimum asking price per item is \$20.00. Prices for items are set in \$1.00 increments.**
4. The TS is not responsible for pricing errors made by the consignment clerk or other personnel. **Consignor's are responsible for verifying prices.** The price difference will be absorbed by the consignor without recourse against the TS.
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 TS.
6. Items are consigned for a period of 60 calendar days.
7. Consignors may reduce the asking prices once for each item during the 60 day period. Consignment items prices 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. Volunteers receive special pricing incentives that are outlined in the Volunteer Handbook.
9. Withdrawal of consigned items must be done by the close of the 60th calendar day. If the 60th day falls on a non-business day, items must be withdrawn by the close business the last business day before the 60th calendar day. Items that are withdrawn cannot be re-consigned for a period of 30 calendar days. **All withdrawn items are subject to a 10% fee based on the original asking price.**
10. Consignment items left in the store beyond the 60-day consignment period will expire and become TS property. All proceeds from the sale of expired items goes to the TS. Expired consignment items may not be withdrawn.
11. Holiday items are only accepted for consignment during specific times of the year and must be withdrawn by close of business on or prior to the corresponding holiday. The 60-day period does not apply to holiday items. Holiday consignment items are subject to the regular item withdrawal fee. Holiday consignment items left in the store beyond the consignment period will be expired and become TS property and all proceeds go to the TS. The schedule for accepting holiday consignment items is posted in-store and is subject to change at any time.
12. **All consignment items must be fully assembled, clean, odor free, undamaged, and in good working order.** The TS is NOT responsible for assembling, cleaning, or moving heavy/large consignment items. Those responsibilities lie solely with the consignor.
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 within the 14 days, it becomes TS property 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.
14. The TS may decline to accept any item at any time for any reason. Consignors are responsible for checking the current unacceptable item list prior to consignment. Items not explicitly mentioned on the list may still be declined for consignment.
15. **Consignors are not notified when items are sold, rejected, or expired. Consignors are responsible for monitoring their own account activity.**
16. All mechanical, electrical, or other 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 TS policy.
17. **Consignors must receive pre-approval before bringing large items for consignment** or they may be denied. See in-store posting/staff for pre-approval requirements and process.
18. Accounts will not be serviced over the phone or by email only in-person.

19. The TS is not responsible for loss or damage to any consignment item for any reason. Items are consigned at owner's risk.

C. **Proceeds of Sales**

1. **The TS retains 30% of the sale price of each consignment item sold as its commission. The consignor receives the remaining 70%.**
2. **Consignment checks are usually available by the second Tuesday of each month for 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. **Consignors who PCS may receive their check by 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. Consignors are responsible to notify the TS within 30 days if they have not received their consignment check in the month 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 of the issue date are automatically void and all monies will thereafter revert back to the TS. Checks will not be reissued under any circumstance.**
7. **Consignors are not notified when checks are issued or when they are close to becoming void. Consignors are responsible for monitoring their own account activity.**
8. The TS has the right to collect outstanding debts owed by Consignors (i.e. NSF check fees, etc.) from the balance due the consignor for items sold.
9. It is the consignor's responsibility to report all consignment sales income to the IRS.

Consignor Name (please print)

_____ Home Phone Cell Phone DSN

CMR Mailing Address

_____ Email Address DEROS Date (mm/dd/yyyy)

Name of Person Authorized to Pick Up Consignment Check (if OTHER than consignor)

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

_____ Consignor Signature Date (mm/dd/yyyy)

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

_____ Renewed/New/Reactivated/Replacement Account Date Renewed/Opened/Reactivated/Replaced

_____ Account Number Previous Account Number (if replacement account)

_____ Employee Signature Date