**Hurlburt Thrift Shop**

**ACCOUNT #**

**Consignment Contract**

850.884.3098 hsc.tsmanager@gmail.com

Consignments accepted Tuesdays and Wednesdays

9:30 AM -12:30 PM

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| --- | --- | --- | --- | --- | --- |
|  | ID EXPIRES: | |  | |  |
| NAME (As it will appear on your check) | |  | A/D DEP | | RET CIV |
|  |  | |  | |  |
| STREET ADDRESS | CITY | | STATE | | ZIP |
|  |  | |  | |  |
|  |  | |  | |  |
| HOME PHONE | CELL PHONE | | | WORK PHONE | | |
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EMAIL ADDRESS

ADDITIONAL PERSONS ALLOWED TO CONSIGN, WITHDRAW, PICK UP PAYMENTS AND CLOSE ACCOUNT

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**TERMS AND CONDITIONS OF CONSIGNMENT CONTRACT**

Only active/retired military personnel, civil service personnel and their adult dependent(s) are eligible to consign items to the Hurlburt Thrift Shop (hereafter referred to as the Thrift Shop). Only one account per family will be issued. The Thrift Shop is not responsible for items lost, stolen, or damaged. The Hurlburt Spouses’ Club distributes all profits of the Thrift Shop for charitable and scholarship projects in and around the Hurlburt community. Thank you for your ongoing contribution to our efforts to improve the Hurlburt Thrift Shop and the Hurlburt community.

The Hurlburt Thrift Shop reserves the right to close the consignment section at any time due to the volume of business or number of volunteers present.

**PLEASE READ AND INITIAL EACH STATEMENT. THIS WILL BE THE ONLY NOTICE GIVEN.**

\_\_\_\_\_1. The Hurlburt Thrift Shop charges a $2.00 fee to open a new account. Two consignment inventory sheets are included in the initial packet. Additional consignment sheets are $0.25 per sheet.

\_\_\_\_\_2. Dormant accounts will be closed after a 12-month period of inactivity.

\_\_\_\_\_3. The consignor authorizes the Hurlburt Thrift Shop to take possession of consigned articles and offer them for sale in accordance with the policies of the Thrift Shop. **Consignors may bring in 14 items a day, 4 per category (2 per clothing category) with no more than 8 clothing items. Each item must be blind marked with the consignment number and date.**

\_\_\_\_\_4. No property less than $2.00 will be consigned.

\_\_\_\_\_5. The consignment period is six weeks. Thrift Shop closures are included in the consignment period and should be taken into consideration prior to consigning items.

\_\_\_\_\_6. The Hurlburt Thrift Shop does their very best to take care of and to prevent shoplifting of the items consigned by consignors. **However, the consignor agrees not to hold the Hurlburt Spouses Club, The Hurlburt Thrift Shop, their manager, volunteers, independent contractor or agents, responsible for any of the consigned articles being lost, stolen or damaged by any case.**

\_\_\_\_\_7. If the Hurlburt Thrift Shop sells any of the consigned items with in the contract period of 6 weeks, the consignor will receive the consignment price listed (or the price lowered to) minus a 25% COMMISSION for selling the item(s). Articles sold within the calendar month will be paid via check by the 15th of the following month (or the first business day thereafter).

\_\_\_\_\_8. The consigner may lower the price **ONE TIME** on any item(s) within the contract period.

**A REDUCTION DOES NOT EXTEND THE DONATION DATE.**

**\_\_\_\_\_9. WITHDRAWAL FEE-** The consignor may withdraw any of the unsold items on or before the donation date written on the consignment sheet by paying a **WITHDRAWAL FEE OF 10%** of the original selling price. Withdrawn items may not be consigned again for 30 days. Exceptions may be made by the manager.

\_\_\_\_\_10. All articles remaining unsold and unclaimed are considered donations to the Hurlburt Thrift Shop. **The consignor donates to the Thrift Shop all articles that are not sold or withdrawn by close of business on the donation date. The donation date is noted on the consignment sheet. No other notifications will be provided.**

\_\_\_\_\_11. No private sales are allowed of any item(s) by anyone in the Thrift Shop parking lot or areas adjacent to our building. If violation of this policy occurs, consignor will lose their Thrift Shop privileges.

\_\_\_\_\_12. One check will be issued by the 15th. of each month for prior month’s sales. Checks will only be given to the person(s) named on the contract. Checks are provided for accounts with a balance of $5.00 or more. Otherwise, checks will be written once the balance reaches $5.00, or at the end of the quarter. Checks must be picked up within 90 days of the checks issue date. Checks not cashed within 180 days after the issue date are void, and will be considered donations.

\_\_\_\_\_13. Consignors are responsible for tracking their inventory to check against their consignment sheets. Checks can be mailed if the consignor provides a stamped, self-addressed envelope.

\_\_\_\_\_14. All items must be **CLEAN** and in **WORKING CONDITON.** The Thrift Shop has the right to refuse and/or remove any items considered unsuitable for sale or found to be unclean, unsafe, illegal, or not in working order. If the consignor is not sure the item works properly, they cannot consign it.

\_\_\_\_\_15. The Hurlburt Thrift Shop may allow electronic items which cannot be thoroughly tested on the premises to be returned if found in non-working order within 3 days. The consignor will be called to withdraw the item and will have to reimburse any payment for the item to the Thrift Shop. If the consigner fails to reimburse the Thrift Shop for a defective item, their consignment privileges will be revoked.

\_\_\_\_\_16. No items on the “Permanent No Take List” will be accepted. All electrical equipment must have all its parts.

\_\_\_\_\_17. The Hurlburt Thrift Shop reserves the right to make changes to the policies and procedures and the “Permanent No Take List” as needed. Please be aware of notices posted throughout the Thrift Shop and also on our Facebook page.

\_\_\_\_\_18. The consignor will be provided a copy of the “Permanent No Take List” and instructions for how to prepare items for consignment.

\_\_\_\_\_19. The Hurlburt Thrift Shop is not responsible for lost days of consignments due to emergency closures. Expiration dates will not be changed.

**Violation of any of these terms will result in a voided contract and denial of future consignment privileges.**

**I have received, read and understand the CONSIGNMENT CONTRACT TERMS AND CONDITIONS and know that no other notice will be given to me in reference to consignment rules and regulations.**

Furthermore, I understand that systems may be revamped and notices will be posted throughout the Hurlburt Thrift Shop to inform me of any changes.

**I agree to check all items carefully before consigning to insure proper working condition.** I understand that ALL SALES ARE FINAL AND NO REFUNDS OR EXHANGES for buyers will be permitted unless my consignment article is not in working condition. To include but not limited to: electrical problems, missing components, punctures (example: a hole in an air mattress), damage to wiring, and inability to perform designed functions. I understand that violating his policy may result in the loss of my Hurlburt Thrift Shop privileges.

I AGREE NOT TO HOLD THE HURLBURT SPOUSES’ CLUB, THE HURLBURT THRIFT SHOP, THEIR OFFICES, INDEPENDENT CONTRACTORS, OR AGENTS RESPONSIBLE FOR ANY OF MY ARTICLES LOST, STOLEN OR DAMAGED BY ANY CAUSE.

ALL ITEMS CONSIGNED AT THE THRIFT SHOP ARE SUBJECT TO MANAGER’S DISCRETION AND SOME ITEMS NOT ON THIS LISTMAY BE REFUSED.

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| CONSIGNOR SIGNATURE |  | DATE |
|  |  |  |
| VOLUNTEER SIGNATURE |  | DATE |

RevisedAug2021