

FORT GREGG-ADAMS' THRIFT SHOP CONSIGNMENT POLICY

Consignment hours are: Wednesday & Friday from 9:30am - 11:45am and Thursday from 4:30pm - 6:30pm

Your consignment code consists of the first two letters of your last name and the last four digits of your sponsor's SSN (ex: AB-1234)

Please fill out the Thrift Shop Contract completely; upon completion you will be given colored tags for filling out and placing on items you are consigning.

Please attach a piece of masking tape to the item stating the consignment number and today's date. Items without masking tape will be considered Thrift Shop property if the ticket comes off and is lost.

Thrift Shop management reserves the right to determine which items may be consigned based on space, season, need, and availability. The following conditions apply:

1. Present **valid military** or **Fort Gregg-Adams' Civilian ID** to consign.
2. **All items are consigned at owner's risk. The Thrift Shop is not responsible for damages, loss or theft of items consigned.**
3. **No more than 20 items per family per day - 2 contracts per week. Persons on PCS orders may consign up to 2 contracts of 40 items each per week for a period of one month only. You must provide a copy of PCS orders. These contacts also apply to retirees and persons leaving the military who are moving.**
4. Contracts are valid for 60 days; the owners are responsible for remembering expiration dates. Items may be reduced or withdrawn prior to expiration dates. However, there is a small fee for reducing the price or withdrawing the item.
5. All items not withdrawn before 1:45pm on the expiration date become Thrift Shop property.
6. Minimum consignment price is \$1.00. Thrift Shop takes a 35% commission on selling price of each item.
7. The Thrift Shop reserves the right to refuse items in poor condition, out of season, due to overstock, or space limitations.
8. Clothing items **MUST BE CLEAN** and in good condition. Limit of 10 clothing items per contract. Appliances **MUST BE CLEAN** and shown to be in **WORKING** condition. Prices must reflect the condition of items. Patrons are asked to remember that bargain prices promote sales of items.
9. A list of non-acceptable items is posted in the Thrift Shop. Sales of items in the Thrift Shop parking lot are **PROHIBITED**.
10. All consignment accounts are paid by check. Books close the last operating day of the month. Checks will be available for pick-up at the office by the 15th of the next month (i.e. checks of items sold in JAN are available 15 FEB). **Patrons may pick up only their own checks.** Checks are valid for 90 days after the date of issue; after 90 days all unclaimed checks revert to the Thrift Shop.
11. Checks will be mailed to patrons who self-addressed stamped envelopes. Persons leaving the area should leave three envelopes.
12. NO INFORMATION concerning checks or consignments will be given over the phone.
13. Forms may be printed from our website: www.gaspousesclub.com/thrift-shop

THANK YOU! FORT GREGG-ADAMS' THRIFT SHOP MANAGEMENT