

ACCOUNT # _____

NAME: _____

TERMS OF CONTRACT:

1. ____ I (the consignor) authorize the Fort Gordon Thrift Shop (hereafter referred to as "Thrift Shop") to take possession of the articles listed on my consignment inventory form. I authorize the Thrift Shop to offer them for sale in accordance with the current Standard Operating Procedure (SOP) dated January 2019.
2. ____ Consignors must possess a valid DOD ID card (Active/Guard/Reserve/Retiree) to consign items at the Thrift Shop.
3. ____ Only one consignment account per family is authorized.
4. ____ **THE PERIOD OF CONSIGNMENT IS 60 DAYS.**
5. ____ The consignor understands that the Thrift Shop has the right to refuse or reject items that do not meet the Thrift Shop standards as outlined in the SOP. If any item does not meet the standard, the consignor will be informed by a staff member and given the opportunity to comply.
6. ____ Only 20 items per day, per customer may be consigned. Clothing items are limited to no more than 10 items per day, per customer. Clothing must be clean and in good condition. Clothing is limited to 4 items per category and 10 total clothing items:
(ladies, men, 0-24 months girl, 0-24 months boy, 2-6x girl, 2-6x boy, 7-14 girl, 7-14 boy, plus sizes)
7. ____ No grouping of unlike clothing items.
8. ____ Only CURRENT versions of military uniforms will be accepted for consignment.
9. ____ 2 pairs of shoes, 2 belts, 2 purses, 2 hats, 2 coats, 2 (2pc) outfits, 6 books, or 2 (4 pc) book/magazine bundles may be consigned per day. Due to space limitations, other restrictions may apply and will be posted.
10. ____ If you cannot guarantee the authenticity of items (Coach, etc...) do not label them as such.
11. ____ The consignor certifies they are the lawful owner of all consigned items on the contract and entitled to sell them.
12. ____ The consignor certifies that mechanical and/or electrical items are in good working condition. The Thrift Shop allows customers to take home electrical items for one business day to be tested. **IF YOU DO NOT WISH TO ALLOW THIS, PLEASE DO NOT CONSIGN ELECTRICAL ITEMS.**
13. ____ The consignor certifies that all working/functional parts are included with an item such as game pieces, puzzle pieces, hardware, etc..., unless otherwise stated on the item's description.
14. ____ The consignor understands that the Thrift Shop cannot accept items such as mattresses, box springs, and other items restricted by law and government regulations.
15. ____ During tagging, if items do not meet Thrift Shop standards, they will be placed in the Consignor Return Area until the expiration date at which time they become Thrift Shop property. Items found untagged will be held for 30 days from date found at which time they become Thrift Shop property.
16. ____ All "holiday items" must be picked up no later than one week after the holiday or they become Thrift Shop property.
17. ____ **SELLING PERSONAL PROPERTY/ITEMS ON THRIFT SHOP PROPERTY IS FORBIDDEN, ANYONE FOUND DOING THIS WILL HAVE THEIR CONSIGNMENT PRIVILEGES REVOKED.**

PRICING:

1. ____ All items must be priced at \$2.00 or higher, only books can be priced at \$1.00 each or higher.
2. ____ Consignors may reduce the price of any or all items ONCE during the period of the contract.
3. ____ The Thrift Shop will retain 30% of the selling price of all items sold during the duration of the contract.

WITHDRAWALS/EXPIRATIONS:

1. ____ Consignors may withdraw any unsold property from the Thrift Shop ON OR BEFORE the expiration date of the contract.
2. ____ The consignor will pay a withdrawal fee of .50 cents per item priced under \$20.00 and/or \$1.00 for items priced \$20.00 and over.
3. ____ Any items withdrawn may not be re-consigned for 30 days.

4. _____ The Thrift Shop will not notify the consignor of pending expiration dates. It is the consignor's responsibility to withdraw expiring items for the appropriate fee before they become Thrift Shop property.
5. _____ If the expiration date falls on a non-operating day or holiday, items must be picked up prior to closing on the next operating day.
6. _____ The consignor waives and relinquishes all claims to any items proceeds from all items that are not sold or withdrawn by the consignor prior to the expiration date of the contract. The consignor donates these items to the Thrift Shop to be disposed of at the Thrift Shop's discretion.
7. _____ The consignor must check the "Consignor Return Area" for all unacceptable/damaged items.

PAYMENT:

1. _____ The consignor is responsible for collecting all money owed from the sale of consignments.
2. All payments will be made by check and will be available the 2nd Tuesday of the month following the month of sale.
3. _____ The consignor agrees to pick up their check for any property sold during the previous month by coming to the Thrift Shop within 60 days of issue.
4. _____ Checks will only be mailed if the consignor is PCSing and after the consignor pays a fee of \$2.00 for up to 3 consignment checks to be mailed. **ANY STOP PAYMENT FEES TO THE BANK FOR RE-ISSUE OF CHECKS IS THE RESPONSIBILITY OF THE CONSIGNOR.**
5. _____ The consignor agrees to cash all checks within in 90 days of date on check.
6. _____ **AFTER 90 DAYS OF DATE OF ISSUE, ALL UNCLAIMED CHECKS WILL BE VOIDED AND NOT RE-ISSUED.** The Consignor authorizes the full amount involved to be donated to the Thrift Shop and waive all claims to all proceeds.

HOURS OF OPERATION:

1. The Thrift Shop will be open Tuesdays and Thursdays from 9:30am to 3:00pm except for the 1st full week in April (Master's Week), the month of July, and the two week school break for Christmas and New Years.
2. The Thrift Shop will be open the 1st Saturday of the month from 9:30am to 2:00pm.
3. Consignments will be accepted until 1:00pm on all week days of operation and Saturday's until 12:00pm during normal operating hours.

THE CONSIGNOR AGREES TO NOT HOLD THE THRIFT SHOP, ITS OFFICERS, EMPLOYEES, AND/OR AGENTS RESPONSIBLE FOR ARTICLES LOST, STOLEN, OR DAMAGED BY ANY CAUSE.

*****I HAVE READ AND AGREE TO ALL TERMS OF THIS CONTRACT*****

SPONSOR'S NAME (Please Print): _____ STATUS: _____
(Active/Guard/Reserve/Retired)

SPONSOR'S UNIT (If Active Duty): _____ PHONE: _____

CONSIGNEE NAME (Please Print): _____ PHONE: _____

DOD ID CARD EXPIRATION DATE: _____

SIGNATURE: _____ DATE: _____

CONTRACT EXPIRATION DATE: _____ VOLUNTEER SIGNATURE: _____

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