

**PINK ELEPHANT THRIFT SHOP**  
**GUIDELINES FOR CONSIGNORS (Revised 12/2020)**  
**(This information is available at [womansclubofspringfield.org](http://womansclubofspringfield.org) under Pink Elephant)**

## **CONSIGNMENTS**

We accept consignments from 9:30 a.m. – 10:45 a.m. on Tuesday, Wednesday and Saturday. No appointment is necessary. We are not accepting new consignors at this time. Shopping hours are 11:00 a.m. – 3:00 p.m. In case of inclement weather, please call the shop to confirm we are open. We do not follow Fairfax County school closing guidelines.

During the pandemic, the consignment procedure will be different. We apologize in advance for any inconvenience and ask that you be flexible as policies may change as needed. Because of the need for social distancing in our small space, we will restrict the number of consignors in the shop at any one time. If the maximum number has been reached when you arrive, you will need to wait outside.

When you come inside, please use the hand sanitizer provided at the end of the counter. Turn left, walk toward the back of the store and follow the pink marks on the floor toward the aisle along the wall. Bins will be located on designated spaces. Put your items and completed consignment sheet in a bin. You may place up to 12 items in the bin, but only 10 will be accepted. Wait at designated spots until you reach the head of the line. Once at the head of the line, place your bin on the pink "X", then step back. The pricer will retrieve the bin, go through the items, ask questions if needed, and choose 10 items. No other items can be added, so be sure you adhere to the listed restrictions. The pricer's decision is final. Items not accepted, if any, and your previous inventory sheet and check if available will be put in the bin. The bin will be returned to the designated spot, the pricer will step back and you will step up to retrieve your items/inventory sheet/check. You can leave items without review if you don't want unaccepted items back.

PE staff members make the final decision regarding an item's acceptability. If an item is rejected, you may not bring it back on a different day when a different pricer is working. PE staff members price all items to be consigned. Clothing items, shoes and purses must have a value of at least \$3.00. Other items must have a value of at least \$2.50. Clothing that is obviously out of style will not be accepted for consignment. Cheap plastic items like those available at dollar stores will not be accepted for consignment.

All items must be clean and in good condition. Because our merchandise is second hand, during this pandemic we must insist that everything is as clean as possible. No exceptions!

- Clothing items must be relatively wrinkle free.
- All items must contain all necessary working parts.
- If an item needs a battery, it must contain a battery and be in working order.
- Any electric item must be in working order and capable of being tested. This is especially true of electronics.

Check your items carefully before bringing them in for consignment. We do not "hold" items we find to be unacceptable when we are tagging them for the floor. If an item is found to be stained, torn, broken, out-of-style, incomplete, etc., it will automatically be put in our donation bag. No exceptions! Any items left in the shop after a consignment will be considered a donation.

The seasonal clothing schedule is always posted in the shop and online. We sometimes restrict certain categories of items because of space considerations, and this information is posted as well. You are responsible for keeping up to date on this information. We will not accept items that are out of season or are on the list of temporary restrictions.

### Consignment Sheets

You must bring a completed Consignment Sheet when you come to make a consignment. You may not complete your Consignment Sheet at the counter before you make your consignment. If you come to the pricer's desk without a completed Consignment Sheet, you will be able to consign only five (5) items. PLEASE WRITE LEGIBLY - the accuracy of your entries depends on it.

A sample Consignment Sheet is attached. Make sure you include your name and correct account number. For clothing and shoes, fill in the blocks for Code, Size, Color, Description and Brand. Leave Price blank. For all other items, fill in only the blocks for Code, Description and Brand. Leave Price blank.

### Inventory Sheets

After your consignment items are priced and entered into your account in our computer, an inventory sheet is produced. This inventory sheet is available the day after your consignment and may be picked up any time. Many consignors pick up the sheet the next time they come to consign more items.

The inventory sheet is only a listing of what items have been entered into your account. It contains no information about what items have been sold.

### **RECLAIMING UNSOLD INVENTORY**

Items are active in your account for forty-nine (49) days, i.e., seven (7) weeks. If an item sells during that time, you will receive 50% of the selling price, and the Pink Elephant will receive 50%.

If items do not sell within the consignment period, and you do not pick them up, they become the property of the Pink Elephant.

You must reclaim items no later than the pick-up date indicated on the Inventory Sheet. If the pick-up date falls on a day when we are not open, you may pick up items no later than the next day the shop is open. You must bring your Inventory Sheet with you.

If you want PE staff to check which items have sold before you reclaim your items, you must wait until after 1:00 p.m. when most daily consignments have been entered. If you want to reclaim your items when you come to make a new consignment, PE staff will not check your account for sold items. You may call the shop the day before your items must be picked up, and PE staff will check your account. Please call after 1:00 p.m. but NO LATER THAN 2:45 p.m. to avoid interfering with store closing procedures.

PE staff are not able to assist you with reclaiming your items. You must search the clothing racks and display shelves yourself to locate your items. You can identify your items by checking the tag for your account number. When you have located your items, you must bring them to the counter where PE staff will remove the tags and process the items as "Returned." If you leave a reclaimed item in the shop, it will be considered a donation.

The Pink Elephant is not responsible for any lost or broken items.

Reclaimed items cannot be re-consigned for thirty (30) days. Items can be consigned a maximum of three (3) times.

## **PAYMENT**

You will receive payment for items sold once a month by check. Checks are available the first business day after the first of the month. You may pick up your check in person. Checks can be mailed if a self-addressed, legal-sized, stamped envelope is provided. Checks not cashed within three months of their issue date are void and will be considered a donation to the Pink Elephant Thrift Shop. NO EXCEPTIONS. Void or lost checks will not be reissued.