

**PINK ELEPHANT THRIFT SHOP
GUIDELINES FOR CONSIGNORS**

(This information is available at womansclubofspringfield.org under Pink Elephant)

CONSIGNMENTS

We accept consignments from 10:00 a.m. – 11:30 a.m. on Tuesday, Wednesday and Saturday. No appointment is necessary. We are currently accepting only 16 consignors per day, on a first come, first served basis. On many days it is necessary to come early to assure yourself a place in line. In case of inclement weather, please call the shop to confirm we are open. We do not follow Fairfax County school closing guidelines.

You may bring up to ten (10) items per day. It's a good idea to bring a couple of extra items in case something is not accepted. You may not go back to your car for extra items once you have started your consignment.

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, 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! 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 list up to 12 items from which we will choose the maximum of 10. 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.

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.

(OVER)

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-two (42) days or six (6) 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. You must bring your own bags in which to carry out reclaimed items.

If you want PE staff to check which items have sold before you reclaim your items, you must wait until after 12:00 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 by the 5th 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.