

**Langley ThriftShop**  
**757-764-7261**

**Visit: <http://langleyosc.org/thrift-shop/> for more info!**  
**Hours of Operation: Tuesdays, Wednesday, Thursdays**  
**10:00 am - 2:00 pm**

**WE RESERVE THE RIGHT TO CLOSE CONSIGNMENTS AT ANY TIME.**

Volunteers continually strive to do their very best. We appreciate your cooperation and kindness. If you have a concern, please address it to the manager. Thank you.

REMINDER: Volunteers are not required to assist in loading or unloading of your items. Please make your own arrangements for labor needs.

**Essential Steps for Consignment**

Purchase inventory contract for .25 cents (available online to print at home for free)

Purchase price tags for .25 cents (per half sheet/24 tags)

Gather items at home and fill out inventory sheet (example on last page of this packet).

Check in with greeter between the hours of 10:00 am and 12:30pm.

You may bring in 15 items 3 times a month. A total of 45 items per month.

Limit of 3 like clothing items (example: you may bring in 3 women, 3 men, 3 boy, 3 girl items per inventory contract). This may change due to space available/manager discretion.

The purpose of a tag on each item is to ensure you'll get credit. Items not tagged cannot be sold if the ticket is lost.

Please ensure the item number on your contract matches the tag item number you have assigned to that item. *See example below.*

Items found without tickets will be put in our Lost and Found area until the day it expires. Any item not claimed by expiration date will be sold at Thrift Shop property.

First line = Description of Item

Second line = your account number; it will consist of last name initial + sponsor's last 4 SSN.

For this example:

L- is the first letter of the last name 1234 is last four digits of SSAN

Third line is the month-day-and item number on contract list

Fourth Line is Price

For this example:

Charlotte's Web
L1234
7-5-1
\$3

Seasonal Schedule:

Jan-March---Bring Spring

March-June---Summer

July-September---Fall

Sept-December---Winter

Holiday clothing and decor---60 days before the Holiday.

If another consignor has the same last four, a zero will be added to the end of your number and you will be notified.

Consignors will be paid a seventy percent (70%) profit for each item consigned and sold by the Langley Thrift Shop. The Langley Thrift Shop will earn thirty percent (30%) profit from every consignor item sold.

Merchandise on consignment will be held for sixty (60) days. **Items on consignment past 60 days become Langley Thrift Shop Property.**

Checks will be ready for pick up at the Thrift Shop after the 7th business day of the month. Checks are void after 90 days. Consignment checks will not be reissued except for those that could not be picked up due to PCS status, extended TDY, or deployment.

Checks will not be written for less than \$5.00 but the amount will be rolled over into the next month's check, for up to 90 days. If not exceeding \$5.00 after 90 days, the amount will be rolled back into the Langley Thrift Shop account.

Langley Officers' Spouses' Club is a 501(c)(4). Donations made to the Langley Thrift Shop may not be tax deductible.

#### **MARKDOWN OF ITEMS**

"Markdown of Items" must be done during the consignment hours of 10:00 am – 12:30 pm. It is the customer's responsibility to know if items to be marked down are still available for sale.

If you wish to markdown any items, please **COLLECT YOUR ITEMS BEFORE SIGNING IN.**

Consignors may mark down the selling price of an item ONE time during the consignment period.

Information on an existing contract can be changed only by the account holder or alternate named on the account card. No markdowns will be made by phone.

REMINDER: Marking down the price of an item will NOT extend the original expiration date.

#### **MARKDOWN STEPS**

1. Bring items to the consignment area.
2. Sign in and you will be called accordingly.
3. A volunteer will pull your file and/or print out list of items sold.
4. The consignor will decide on the lower price.
5. The volunteer will then line through the original price and write the new price using a RED PEN.
6. The volunteer will annotate the markdown price on the original consignment sheet in the Markdown column. The volunteer and consignor will each initial in the Markdown column. This must be done on each item to be marked down.
7. After the markdown is completed, the volunteers will replace your items on the floor for sale.

#### **RTO - RETURN TO OWNER**

"Return to Owner" (Withdrawal of items) must be done during the consignment hours of 10 am- 12:30 pm.

Signing the inventory contract acknowledged you reviewed the Langley Thrift Shop's policies, procedures, and financial rules. Merchandise on consignment will be held for sixty (60) days. Items on consignment past 60 days become Langley Thrift Shop Property. It is the consignor's responsibility to know when items are at the sixty (60)

day consignment mark. They will NOT be notified when their items are nearing the sixty (60) day mark or when that time period has past.

Items removed by the consignor from the Langley Thrift Shop prior to sale shall be subject to a twenty-five cent (\$.25) withdrawal fee. An item may be reentered for sale only once and may not be re-consigned until after sixty (60) days.

If you wish to withdraw unsold items, please COLLECT YOUR ITEMS BEFORE SIGNING IN.

Items not sold or not withdrawn by the owner prior to close of business on the expiration date will become Thrift Shop property.

***If you are slated to go TDY or if something will keep you from being present to do this, you must plan with the manager prior to your departure- NO EXCEPTIONS.***

### **RTO STEPS**

1. Bring items to the consignment area.
2. Sign in and you will be called accordingly.
3. A volunteer will retrieve your file. The volunteer will locate each item on your contract and write the date of withdrawal in the "RTO" column.
4. Both you and the volunteer will initial each transaction.
5. The volunteer will use a red pen and write "RTO" on the tags.
6. The volunteer will remove these items from the computer at this time and hand the tickets to the cashier. Customers will then pay the RTO fees to the cashier (\$.25/item).

Items Not Accepted:

air conditioners (window mounted) baby bottles batteries bean bags bed frames bed pillows bed mattresses (exception: vinyl crib) bed rails (except with head/foot boards) bed springs body suits/leotards  breast pumps caller IDs candles (used) car radios car seats ceiling fans cell phones, colognes, perfumes, lotions computer parts and accessories condensed Reader's Digest Books cosmetics cribs devices that require specialty batteries without usable batteries doors electronics (if we cannot test it, we cannot take it...subject to Manager Approval) encyclopedias flammables food game platforms/systems: Atari, X Box, Nintendo, PlayStation, Sega, etc. gasoline powered equipment and appliances humidifiers incomplete sets of items (miscellaneous non- matching coffee mugs, plates, etc.) inflatable mattresses/toys knives (except cutlery sets) lamps without usable bulbs light fixtures	live plants magazines medicines of any kind mirrors, unframed nightwear, pajamas, bath robes (exception: children's size 0 to 7) outdated or unusable clothing (leisure suits, stained) paints of any kind patterns (sewing, etc.) personal electronics (razors, hair curlers, curling irons, hair dryers, etc.) plastic sport bottles, straws (new or used) portable toilet seats (adult, child) refrigerators (except small, dorm size) rugs larger than 9x12 software (includes software and information books on software) space heaters sports bras stereo speakers stoves, cook tops stuffed animals swimsuits (infant only) televisions (except flat screens) text books tires, rims underwear, including thermal and new uniforms VHS Tapes washers, dryers watches without batteries waterbed mattresses and frames weapons, firearms wigs, hairpieces wire hangers
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Inventory Sheet Example

Item #	Description	Color	Size	Price	Markdown	RTO
1.	Old Navy Shirt	Red	M	\$3		
2.	Set of Dishes-Household	White	n/a	\$3		
3.	Full Sized Sheet Set	Cream	Full	\$5		

Please fill out contact information at top of inventory sheet to include date bringing in inventory.