



DATE _____ ACCOUNT # _____

CONSIGNOR _____ CELL _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____

1. CHARITY GUILD SHOP ACCEPTS MERCHANDISE UNDER THE FOLLOWING CONDITIONS:

A. **APPAREL** - Laundered/dry cleaned, pressed, in good condition, on hangers, in current style and season. Children's garments are sizes 0-12.

ACCESSORIES - Shoes, purses, belts, scarves and hats must be in pristine condition.

JEWELRY - No broken pieces, missing stones, worn or scratched pieces. Watches must be in working order. Sunglasses must be salable for a minimum of \$25.

B. **HOUSEHOLD** - Clean, in good condition and working order.

C. **FURNITURE** - By appointment only - Request an appointment by emailing furniture@charityguildshop.org

D. **GALLERY ART** - By appointment only. Request an appointment by emailing art@charityguildshop.org.

Consignors may consign **once per month** in both Apparel Receiving and Household Receiving.

NO CONSIGNMENT IS ACCEPTED WITHOUT AN ITEMIZED LIST FOR EACH CATEGORY.

SEE OUR WEBSITE FOR CURRENT CONSIGNMENT INFORMATION.

2. In order to be accepted for consignment, items must be salable for a minimum of \$12.00 for adult apparel and \$10.00 for household items.

3. Charity Guild Shop retains the right to determine pricing for every item consigned.

4. Charity Guild Shop is not responsible for loss or damage for any reason.

5. Most items are marked down 25% on the 30th day from the original price date and 50% on the 45th day from the original price date. On the 60th day from the original price date, any item not sold becomes the property of Charity Guild Shop.

6. The consignor agrees consigned items which cannot be priced by Charity Guild Shop or have not sold by the 60th day from the date priced, automatically and with no notice to the consignor, become the property of Charity Guild Shop. The consignor has no further claim to such items.

7. Charity Guild Shop pays consignors 60% of the selling price if sold before the 60th day. The 40% retained by Charity Guild Shop is a consignment fee. Therefore, it is not tax deductible as a donation.

8. Consignor checks for merchandise sold are mailed no later than the 15th of the following month for accounts with a balance of \$15.00 or more. In November, checks are issued for accounts with a balance of \$7.50 or more. In May, checks are issued for accounts with a balance of \$4.00 or more. **A check processing fee of \$3.00 will be deducted from consignment payments made by check.**

9. For questions regarding this contract or your checks, contact Charity Guild Shop by emailing accounting@charityguildshop.org (preferred) or call the shop, 713-529-0995, ext. 105. Inquiries should include the date of this contract and your account number. Someone will respond as soon as possible.

CHECKS NOT CASHED WITHIN ONE YEAR OF DATE OF ISSUE WILL NOT BE HONORED AND THE MONIES WILL BECOME THE PROPERTY OF CHARITY GUILD OF CATHOLIC WOMEN.

Initial _____

ADULT APPAREL ITEMS _____ CONSIGNOR _____

CHILDREN'S APPAREL ITEMS _____ RECEIVED BY _____

ACCESSORIES (TOTAL) _____ CANNOT BE CONSIGNED BECAUSE: _____
(SHOES, PURSES, HATS, BELTS & SCARVES)

JEWELRY ITEMS _____

HOUSEHOLD ITEMS _____

FURNITURE _____

GALLERY ART _____

FOR SHOP USE ONLY
ENTERED BY: _____
DATE: _____