

RETAIN THIS PACKET FOR YOUR REFERENCE AND RECORDS

Welcome to our Thrift Shop! We want your experience to be enjoyable both as a customer and as a consignor. This packet is provided to explain your consignor agreement with the Davis-Monthan Thrift Shop, Inc. (DMTS) and assist you in preparing items for consignment.

Davis-Monthan Thrift Shop Purpose

The DMTS is a 501(c)3 non-profit organization. 100% of donation sales and 40% of consignment sales pour back into our local Davis-Monthan and Tucson communities through grants and scholarships to military spouses and dependents. Our partner non-profit, the Davis-Monthan Spouses' Club, Inc. (DMSC), works to grant these welfare requests and scholarships. Members of the Davis-Monthan community and Davis-Monthan Spouses' Club, who serve as volunteers as a service to you, operate the DMTS. See your impact upon our community by following the DMTS on Facebook at www.facebook.com/DavisMonthanThriftShop, on Instagram [@davismonthanthriftshop](https://www.instagram.com/davismonthanthriftshop) or via the DMSC website www.davismonthansc.org.

Davis-Monthan Thrift Shop Hours of Operation

Tuesday-Wednesday	9:00am - 12:30pm Consignments	9:00am - 2:00pm Sales
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First Saturday of the month	9:00am - 12:30pm Consignments	9:00am - 2:00pm Sales
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**Exceptions apply. The Thrift Shop will be closed the month of July, the week of Thanksgiving, and two (2) weeks at Christmas*

Consignor Eligibility

Any person, age eighteen (18) or over, with a valid DOD ID may consign items at the Thrift Shop. The DMTS may not be used as a market or an outlet for a part-time business or as a business opportunity. Private sales or trades on DMTS property, to include the parking area, are **prohibited**. Consigning with the DMTS is a choice and a privilege. Consignors who disagree with DMTS policy or decisions may choose to end their consignment agreement at any time. The DMTS may discontinue consignment privileges should a consignor fail to follow policies or DMTS decisions.

Contract Period

1. Items are consigned for six (6) weeks. Exclusion: Seasonal items expire at the close of business the last day of DMTS operation prior to the holiday they pertain to, or the contract expiration date, whichever comes first.
2. When items and a contract are presented, the DMTS Consignment Desk volunteer will write the contract expiration date in the "Expiration Date" section. It is the **consignor's responsibility** to track this date.
3. No contract expires when DMTS is closed. Contract expiration dates will be adjusted to account for closures due to holidays, summer closing, or other events as determined by Management and/or the DMTS Board.
4. a. During the six (6) week contract period, the consignor may donate consigned item(s) to the DMTS and ask for a Tax Donation letter **OR**
b. During the six (6) week contract period, the consignor may reduce the price of items over \$50.00 one time by taking the item from the sales floor to Management at the register. **AND/OR**
c. During the six (6) week contract period, the consignor may reclaim any item PRIOR to the close of business on the expiration date. *Seasonal item exclusion applies* To reclaim an item, it is the **consignor's responsibility** to take their item from the sales floor to the front register and pay the reclaim fee. (\$.25 per item under \$25.00, \$1.00 per item between \$25.00 and \$49.99, and \$2.00 per item priced \$50.00 and over). Reclaimed items may be re-consigned, one time only, after a three (3) month waiting period. Marked down items are reclaimed at the original price. A consignor will always be able to reclaim an item in person BEFORE it expires if desired. Any special circumstances must be coordinated with the DMTS Manager PRIOR to close of business on the expiration date of the contract. (Ex. Deployment, family emergency, etc.) **OR**
d. Any item left in the DMTS after the contract expiration date becomes the property of the DMTS. *Seasonal item exclusion applies* The consignor relinquishes all rights, title, and interest to said item(s) which will be marked down as time and volunteer power allows.

Consignor Payments

1. The DMTS will retain 40% of consigned item sales, paying out the remaining 60% to the consignor.
2. Each consignor must have a completed W9 on file with the DMTS. Should six hundred dollars (\$600) or more be paid out to a consignor in a calendar year, they shall receive a 1099 Misc. Income taxes remain the responsibility of the consignor.
3. Accounts are paid monthly based on consigned item sales within the previous calendar month. Only consignor balances meeting a five dollar (\$5) minimum will be paid each month. Consignors will carry a balance owed until they meet the five dollar (\$5) minimum or the end of the fiscal year, whichever occurs first.
4. The "Daily Consignment Sales" binder is available in the Consignment area, organized by consignor account number, to check items that have been sold. Price listed in the binder match the item price on your contract or the reduced price, if applicable. 60% of the price listed will be paid out to the consignor.
5. Checks are available the 2nd Tuesday of the month, with the exception of July. To pick up checks, the consignor, or their representative noted on their consignment application, must present their DOD ID.
6. Checks can be mailed if a consignor provides a self-addressed, stamped envelope to the DMTS.
7. Unclaimed checks (including those returned by the USPS) will be held for three (3) months or ninety (90) days from issue date. After this time, the funds shall become property of the DMTS and checks will not be

replaced.

8. Funds of claimed or mailed checks not cashed one hundred eighty (180) days from issue date shall become property of the DMTS and will not be replaced.
9. In the event the DMTS must stop payment on a check to reissue it, the consignor agrees to pay the service charge assessed by the bank. This does not apply to checks whose funds have already reverted to the DMTS.
10. If a DMTS check must be reissued due to proven consignor negligence (i.e. machine washed, torn, or faded) and stop payment is not required, a service fee of \$5.00 will be charged.
11. The DMTS is unable to cash Thrift Shop checks or apply as payment toward purchases.
12. Only basic account information will be provided over the telephone.

Eligible Consignment Items

All items offered for sale are subject to the following conditions:

1. Items are the consignor's own personal property.
2. Items do not appear on the DMTS *Permanent NO TAKE list* (provided in this packet). The *Permanent No Take List* includes items that the DMTS cannot sell for various reasons. (Hygiene, Liability, Safety regulations, Arizona and Federal laws, etc.)
3. Items do not appear on the DMTS *Temporary NO TAKE list* (found on the DMTS Facebook page, on the business phone recording, and at the Consignment Desk). The *Temporary NO TAKE List* includes items that the DMTS rejects "until further notice". An example would be an overabundance of an item on the sales floor. In this case, as soon as most of the inventory is sold, the DMTS will again accept the item from consignors.
4. All clothing must be clean, pressed, and in very gently used condition or better. Clothing may not have pilling, holes, tears, stains of any kind, discoloration, or unprofessional alterations.
5. All other Items must be clean, in good repair, and working order. There must not be any broken or missing pieces (even if the item is still functional), no stains, rips, or tears, and no dirt or dust. Upon Management discretion, partial items, or partial packaging, may be sold without the full item contents.
6. Business branded items given away as "promotional" may not be sold in the DMTS even if the base item is new and functional.
7. No single use or disposable items may be sold in the DMTS without being new, in-package, and with all items within.
8. Large items (i.e. furniture) and/or any item priced over \$100.00 must be approved by Management prior to consignment.
9. Handmade items are allowed upon Management discretion.
10. All electrical equipment (DVD players, CD players, stereo equipment, gaming systems, office equipment and kitchen appliances) must be consigned as a system and not individual pieces. All power cords and remotes needed for items must be included. All electronics and battery-operated items must be able to be tested and require the consignor to sign a form (provided at the Consignment Desk) to promise the item is operable. Exception: If the item is a known collector's piece, it will be labeled as "non-operational" to indicate to the customer that it is in display condition only.
11. With questions on which items are acceptable, please call the DMTS before bringing in the items.
12. Management has final decision on the acceptance of items for sale, regardless of any posted list of

acceptable items. If any unacceptable items are inadvertently consigned, they will be removed from the sales floor by Management as soon as discovered. Items withdrawn from the sales floor are stored at the Consignment Desk for consignor pickup.

Contract Completion

1. The Consignment Processing Fee of \$.50 is paid at the time of consignment. This fee defrays the cost of contract copies, tagging supplies, and data input. Consignors may acquire up to 2 blank contracts per account, each week, at the DMTS Consignment Desk.
2. Consignors are limited to consigning one (1) contract, with up to ten (10) items, per consignor account per week. On the first Saturday of the month, if DMTS is open, consignors may bring in another contract, with up to ten (10) items.
3. When providing PCS orders, or other proof of permanent relocation, consignors may consign double contracts for up to four (4) weeks with approval of Management.
4. Consignors will receive a copy of their contract within one (1) business day of their consignment.
5. **When completing a contract, the consignor must keep in mind the *Eligible Consignment Items* section. Consignors may not consign more than 5 items in any category or 5 items of clothing (includes Ladies', Men's, Girl's, Boy's, & Shoes combined) nor more than 3 like items per contract.**
6. Consignors must **legibly** complete the following areas of the contract to be accepted:
 - a. Complete personal information section. Consignors must notify the DMTS of an address change by checking the "Check for address change" box below their mailing address.
 - b. Leave "Item #" column blank
 - c. Complete the "Item Category" per item from the *DMTS Approved Categories* listed in this packet.
 - d. Complete the "Item Description" per item with guidance listed below:
 - i. Write the brand name, if applicable
 - ii. Provide a short description of the item
 - iii. If there are multiple pieces, please list number of pieces by writing the number and circling it
 - iv. For clothing tops, list length of sleeve. (SS - short sleeve, LS - long sleeve)
 - v. List any pertinent information the buyer may need to know
 - e. Complete the "Color" per item, if applicable.
 - f. Complete the "Size" per item, if applicable, with guidance listed below:
 - i. For men's dress shirts, list collar size and sleeve length
 - ii. If no size is marked, make a best guess
 - g. Complete the "Price" per item
 - i. Consignors will price their own merchandise. Volunteers are NOT allowed to suggest prices for consignors.
 - ii. Prices will be set in \$.25 increments with a minimum price of \$2.00.

DMTS Approved Categories

Accessories	Crafts	Kitchen	Maternity	Pet	Wall Décor
Auto	Décor	Kitchen Appliances	Media	Scrubs	
Baby Gear	Electronics	Ladies' (Clothing)	Medical	Seasonal	
Bath Décor	Furniture	Lawn/Garden	Men's (Clothing)	Shoes (Clothing)	
Books	Games	Lighting	Military	Sports	
Boy's (Clothing)	Girl's (Clothing)	Linen	Misc.	Tools	
Collectible	Jewelry	Luggage	Office	Toys	

****Consignors may not consign more than 5 CLOTHING items (includes Ladies', Men's, Girl's, Boy's, & Shoes)**

Examples of items in categories:

Accessories - backpacks, purses, wallets, belts, scarves, sunglasses, ties

Bath Décor - shower curtains, rods, shower rings, bathmats, soap dishes, toothbrush holders

Décor - baskets, new candles, candle holders, clocks, knick knacks, tins, vases, bottles, table frames

Kitchen - dishes, flatware, food storage containers, gadgets, drinking glasses

Media - CDs, cassettes, albums, DVDs

Medical - canes, walkers

Consignment Process

1. New consignors submit a completed *Consignment Application* and a completed W9 (provided in this packet) to the DMTS Consignment Desk volunteer prior to bringing in a contract or with their first contract.
2. Complete a contract BEFORE arriving at DMTS and plan to arrive DURING consignment hours. Consignors are encouraged to bring extra items in case the DMTS Management determines an item on their contract is unacceptable for consignment.
3. Upon arrival at DMTS, pull vehicle around the west side of the shop (to the chain link fence) and place items in a grocery cart at the back of the shop. Hang any clothes on DMTS hangars (provided outside).
4. Proceed through the back door with cart, acquire a plastic number, and await check-in with the DMTS Consignment Desk volunteer.
5. Review contract and items with the DMTS Consignment Desk volunteer and pay the \$.50 Consignment Processing Fee. The DMTS Consignment Desk volunteer will provide copies of any previous contracts not already collected by the consignor and will return any consigned items pulled from the sales floor.

Consignor Account: _____

6. Acquire blank contract(s) at the DMTS Consignment Desk to be completed before next visit.
7. Check the *Daily Consignment Sales* binder in the Consignment area to note any previously consigned items.
8. Remove any extra boxes or items from the Consignment area, leave the building through the rear exit, and move vehicle to the parking lot away from the fenced area.
9. Enter through the front door for shopping, to reduce item prices, reclaim items, and/or to collect checks.



PERMANENT NO TAKE LIST



BEFORE YOU BRING ITEMS TO THE THRIFT SHOP, PLEASE USE THIS GUIDE TO DETERMINE IF YOUR ITEMS CAN BE PUT TO GOOD USE.

MANAGEMENT HAS THE RIGHT TO REFUSE ANY ITEM.

- Permanently stained or soiled clothing
- Used undergarments/Swimwear
- Mattresses/Box springs
- Used baby bottles
- Breast pumps
- Used personal electronics
- Medicine bottles
- Takeout food containers
- Potty chairs
- Used air filters
- Tires/Hubcaps/Rims
- Used pencils and pens
- Light bulbs
- Food
- Live plants
- Ammunition/Explosives
- Weapons (including toy guns)
- Batteries
- Hazardous/Flammable liquids (perfume/cologne/alcohol)
- Any cosmetics
- Cleaning products
- Paint
- Any perfume bottles
- Unbound books
- Maps/Encyclopedias
- Lumber/Fencing/Gates
- Dried Plants/Flowers
- Used candles
- Vacuums/Steam cleaners
- Helmets
- Baby gear that may be recalled
- Inflatable mattresses/Inflatable toys
- Broken or malfunctioning items
- Unframed mirrors
- Used Ceiling fans/Blinds
- Large kitchen appliances
- Computers/Monitors (flatcreens accepted)
- Car radios/Old stereo systems
- Tube TVs/VCRs
- Telephones/Cords/Chargers

For safety reasons, please DO NOT leave donations outside the fence/dumpster or in the Thrift Shop. Doing so could potentially violate fire code regulations and cause the Thrift Shop to be closed by the Fire Marshal.



CONSIGNMENT APPLICATION

It is agreed between the Davis-Monthan Thrift Shop, Inc. and the Consignor:

1. The DMTS is not responsible, nor will they compensate, for any loss, damage, or theft of any part of consigned items.
2. DMTS Consignment hours are 9:00am–12:30pm Tuesdays, Wednesdays, and the first Saturday, when open.
3. Private sales or trades on DMTS property, to include the parking area, are **prohibited**.
4. The DMTS may discontinue consignor privileges should a consignor fail to follow DMTS policies or decisions.
5. Consignor contracts are for a six (6) week period. *Seasonal item exclusion applies*
6. During the six (6) week contract period the consignor may:
 - donate consigned item(s) to the DMTS **OR**
 - reduce the price of items over \$50.00 one time by taking the item from the sales floor to Management at the register **AND/OR**
 - reclaim any item PRIOR to the close of business on the Expiration Date. *Seasonal item exclusion applies*
Reclaimed items may be re-consigned, one time only, after a three (3) month waiting period. Marked down items are reclaimed at the original price **OR**
 - Any item left in the DMTS after the contract expiration date becomes the property of the DMTS.
Seasonal item exclusion applies
7. The DMTS will retain 40% of consigned item sales, paying out the remaining 60% to the consignor.
8. Checks are available for pick up the 2nd Tuesday of the month. To pick up checks, the consignor, or their representative noted on their consignment application, must present their DOD ID.
9. Unclaimed checks (including those returned by the USPS) will be held for three months or ninety days from issue date. After this time, the funds shall become property of the DMTS and checks will not be replaced.
10. Funds of claimed or mailed checks not cashed one hundred eighty (180) days from issue date shall become property of the DMTS and will not be replaced.
11. In the event the DMTS must stop payment on a check to reissue it, the consignor agrees to pay the service charge assessed by the bank. This does not apply to checks whose funds have already reverted to the DMTS.
12. If a DMTS check must be reissued due to proven consignor negligence (i.e. machine washed, torn, or faded) and stop payment is not required, a service fee of \$5.00 will be charged.
13. Management has final decision on the acceptance of items for sale, regardless of any posted list of acceptable items. If any unacceptable items are inadvertently consigned, they will be removed from the sales floor by Management as soon as discovered.
14. The Consignment Processing Fee of \$.50 is paid at the time of consignment. Consignors may acquire up to two (2) blank contracts per account, each week, at the DMTS Consignment Desk.
15. Consignors are limited to one (1) contract, with up to ten (10) items, per consignor account per week.
16. **Consignors may not consign more than 5 items in any category or 5 items of clothing (includes Ladies', Men's, Girl's, Boy's, & Shoes combined) nor more than 3 like items per contract.**
17. Consignors will complete their contracts **legibly** before arriving at the DMTS with items for consignment.

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PRIVACY ACT STATEMENT

Authority TOUS C. 8013, Secretary of the Air Force: Federal Claims Collection Act of 1966, and E.O. 9397 (SSN). F065 AF SVAA

Purpose: Used to report eligible consignors to the IRS for IRS Form 1099 application.

Routine Use: Information will only be used for IRS Form 1099 reporting purposes. Information will not be disclosed from this form to any individual outside the Department of Defense. This information is closely held and shared with only those individuals that need-to-know. Information is treated as "For Official Use Only," Disclosure: Voluntary. However, if you fail to provide this information, we will be unable to accept your consignment application.

Name _____

Address _____

City _____ State _____ Zip _____

Cell/Work Phone _____ Home Phone _____

E-mail Address _____

Name(s) of additional individual(s) authorized to pick up checks or get account information _____

Consignor's Social Security Number _____

I acknowledge that I have read, understand, and accept the terms of the Davis-Monthan Thrift Shop CONSIGNMENT APPLICATION. I am of legal age and can enter a binding contract.

I have received a new consignment packet.

SIGNATURE

DATE

