WRIGHT-PATTERSON OSC THRIFT SHOP
CONSIGNMENT RULES & PROCEDURES

How to get an account:
- Consignors must have a valid DoD identification card to obtain an account number. Your ID must be presented each time you consign.
- Consignors will receive one permanent account number per sponsor. Only adults are allowed to consign.
- Account information is only provided in person. For your privacy, we cannot provide information over the phone. For someone else to access your account (consigning or redeeming) you will need to arrange with management.

Condition of items:
- Please carefully read the “Permanent No Take List” on the reverse side to assure items you plan to consign will be accepted.
- All items must be: in season, good condition, free of stains, smells and dirt. Items will be refused if they do not meet these criteria.
- Hangers are provided for clothing items. Uniforms must have all rank, badges and names removed.

HOLIDAY & SEASONAL decorations/clothing will be accepted during posted weeks prior to the holiday. All HOLIDAY items expire on or before that holiday.

Selling and Pricing:
- You may consign one contract per week. The cost of a contract to sell items for a 5-week period is $0.25 per contract.
- You determine the selling price for each item. The minimum consignment price is $2.00, except BOOKS may be priced at $1.00. Books may only be bundled in a set or series. Price increases must be in $0.25 increments.
- Items priced $20 or more, may be reduced one time by at least 20%.
- Items that do not sell may be re-consigned one time after a 30 day period and must be reduced by 20% from prior consignment.

Payment:
- Consignors receive 70% of the sale price for items that sell during the 5-week contract period. The Thrift Shop retains 30%. A $1.00 check processing fee will be deducted from your monthly total.
- Checks for the previous month’s sales will be available for pick up the first two weeks of the month, after which they will be mailed. Checks are valid for 90 days, and will not be issued for amounts under $5.00. These sales will be carried over until that amount is reached.

Collecting/Redeeming unsold items:
Items that do not sell during the 5-week period may be removed by the consignor on, or before, the day your contract expires. The information desk can provide you with a list of unsold items. You are responsible for locating your items to be redeemed at the information desk. The redemption fee is based on the item’s original price:

<table>
<thead>
<tr>
<th>Original Price</th>
<th>Redemption Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP to $10.00</td>
<td>$0.25</td>
</tr>
<tr>
<td>$10.25-$25.00</td>
<td>$0.50</td>
</tr>
<tr>
<td>$25.25-$50.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>OVER $50.00</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

**Items which are not redeemed by the consignor before 2 p.m. on the expiration date become the property of the Thrift Shop.**

These items will be considered donations and will be sold at a reduced price or donated to other organizations. Expired items may not be redeemed.

VOLUNTEERS ARE NOT RESPONSIBLE FOR LOCATING LOST ITEMS