



**Drop Off Contract – 60 DAY CONSIGNMENT CONTRACT**

**FIRST, CALL THE RESALE SHOP 713-868-6970** and ask to speak to the Consignment Manager.

- All items must be approved **BEFORE** delivery to the Resale Shop
- **PHOTOGRAPHS** of furniture are **REQUIRED** and must be **APPROVED** before delivery. Send photos to [hjfredresaleshop1815@gmail.com](mailto:hjfredresaleshop1815@gmail.com).
- **CONSIGNMENTS** are accepted **TUESDAY, WEDNESDAY, AND THURSDAY** From **10:30 am – 2:00 pm**
- The consignor is responsible for delivery of items to the Resale Shop with a **COMPLETED CONTRACT**.
- Consignors are limited to **TEN (10) ITEMS** per drop off and **TWO (2)** drop offs per month.
- Sale split: **60% TO CONSIGNOR & 40% TO THE RESALE SHOP**.

**TERMS OF CONSIGNMENT**

1. Each consignment **DROP OFF** must have a **TOTAL MINIMUM VALUE OF \$100.00**
2. Each consigned **ITEM** must have a **MINIMUM VALUE OF \$20.00**.
3. All consigned items must be **CLEAN, NO PET HAIR, NO TEARS OR FADING, AND ACCEPTABLE** to the Resale Shop in the opinion of the Resale Shop staff.
4. Consignments are priced and placed on the floor at the **DISCRETION OF THE SHOP STAFF**.
5. Items that are not able to be sold at \$20.00 or above will **AUTOMATICALLY** be considered a **DONATION** to the Resale Shop.
6. The 60-day consignment period **starts once the item is placed on the sales floor**.
7. All items are consigned at the **CONSIGNOR'S RISK OF LOSS**. The HJF Resale Shop **ASSUMES NO RESPONSIBILITY** whatsoever for the **LOSS, THEFT, DAMAGE or DESTRUCTION** of an item.
8. We **DO NOT ACCEPT** the following items for consignment:
 

Beds (any components) Bed pillows Mattresses Exercise or sport equipment Entertainment centers Office furniture	Medical equipment Baby Furniture Large appliances Roll-top desks Clothes (only HJF members can consign clothing) Large electronics
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9. **MARK DOWN SCHEDULE** for consigned items:
  - Discounted 10% after 20 days
  - Discounted 20% after 40 days
  - Periodic discounts are offered to our customers
10. **RECLAIMING ITEMS**
  - **Consignors must call TWO (2) days before the expiration date to reclaim** items.
  - When the consignor picks up the reclaimed items, they must pay 10% of the original price in **CASH**.
  - Consigned items originally priced less than \$100.00 may **NOT** be reclaimed.
  - Any unsold consigned item originally priced at \$100.00 or more can be reclaimed by the consignor.

\_\_\_\_ INITIAL

\_\_\_\_ INITIAL

CONSIGNOR'S NAME \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

**11. EXPIRATION DATE**

- The consigned item becomes a **DONATION** to the HJF Resale Shop on the **LAST EXPIRATION DATE** posted on the ticket.
- The consignor is responsible for knowing when their merchandise expires.
- We **DO NOT CONTACT** consignors about the expiration date. \_\_\_\_\_ INITIAL

12. Donation Receipts will be provided at the **REQUEST** of the **CONSIGNOR**.

13. Consignment checks will be issued monthly. Consignment checks are only valid for 60 DAYS. \_\_\_\_\_ INITIAL

14. Consignors must have a valid US Address & Phone Number.

**I have read and agree to the terms listed above:**

\_\_\_\_\_  
Consignor Signature

**Date Received:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**CONSIGNOR INFORMATION (please print)**

Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Thank you for consigning with the Houston Junior Forum Resale Shop.**

Consignor's Name: \_\_\_\_\_ Account # \_\_\_\_\_

Date: \_\_\_\_\_ Reclaim? YES \_\_\_\_\_ NO \_\_\_\_\_

	Description	Recommended Price
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		