



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 hjfredsaleshop1815@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)	Medical Equipment
Mattresses or Bed Pillows	Baby Furniture
Exercise or Sport Equipment	Appliances
Entertainment Centers	Roll Top Desks
Office furniture	Electronics
Evening Gowns or Bridal Wear	Clothes(only HJF members can consign clothes)
Linens	Rocking Chairs

_____ INITIAL

MARK DOWN SCHEDULE for consigned items:

- Discounted 10% after 20 days
- Discounted 20% after 40 days
- Periodic discounts are offered to our customers

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

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**

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

Consignment checks will be issued monthly. Consignment checks are only valid for 60 DAYS.  **INITIAL**

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		