

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



## Drop Off Contract – 60 DAY CONSIGNMENT CONTRACT

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

- All furniture and large items must be approved **BEFORE** delivery to the Resale Shop including donations.
- **PHOTOGRAPHS** of furniture are **REQUIRED** and must be **APPROVED** before delivery. Send photos to [hjfrseshop1815@gmail.com](mailto:hjfrseshop1815@gmail.com). Wait for a reply before you deliver item(s).
- **CONSIGNMENTS** are only 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. Sterling Silver must be marked .925 to be tagged as Sterling and Gold must be marked 10k or 14k to be tagged as such. All jewelry must be cleaned prior to consignment.
5. Consignments are priced and placed on the floor at the **DISCRETION OF THE SHOP STAFF**.
6. Items that are not able to be sold at \$20.00 or above will **AUTOMATICALLY** be considered a **DONATION** to the Resale Shop.
7. The 60-day consignment period **starts once the item is placed on the sales floor**.
8. 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.      **INITIAL**

9. We **DO NOT ACCEPT** the following items for consignment:

Beds (any components)	Mattresses or Bed Pillows	Medical Equipment
Baby Furniture or Toys	Exercise or Sports Equipment	Lamps w/out Shades
Entertainment Centers	Rolltop Desks, Office Furn, Lg Desks	Fireplace Items
Electronics or Appliances	Rocking Chairs	Sleeper Sofas
Evening Gowns or Bridal Wear	Office furniture/Lg Desks	Clothes
Linens	Punch bowls/cups	Damaged Items

Please write your name on all your consignment boxes/bags. Please put your name on your consignment furniture/art as well. This ensures the items will be consigned to you.      **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 (This includes members)**

- **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

If any of your consignment items are not consignable (less than floor value of \$20 or out of season), they will automatically be donated to our Resale Shop.

\_\_\_\_ 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.

**We do not accept broken or damaged items under any circumstances.  
I have read and agree to this contract.**

\_\_\_\_\_  
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		

**Please note that if any of your consignment items are not consignable, they will be donated to our Resale Shop. You may request a tax form.**