



637C Main Street, Chatham, MA 02633 • 508-945-2211

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*St. Christopher's Gift & Consignment Shop is wholly-owned  
by St. Christopher's Church and is operated by volunteers.  
Proceeds benefit the church operations and outreach programs to local and global charities.*

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## **Consignment Policies**

### ***Effective April 1, 2017 – Updated July 21, 2017***

#### **Appointments and Consigning Times are Strictly Observed:**

In order to serve both our Customers and Consignors fairly, we must consistently adhere to our policies. Consignments are accepted by appointment only.

April – mid-November      Tuesdays, Wednesdays, Thursdays      10:00 a.m. and 12:20 p.m.

#### ***Appointments:***

- May be scheduled by telephone or in person up to two weeks in advance.
- Each appointment is for **TEN** minutes.
- Only **ONE** ten-minute appointment may be scheduled each week.
- Consignors must be in the Shop five minutes prior to the appointment time with items ready to be presented.
- Please bring a few extra items in case not all of the items are accepted.

The Shop is generally open Monday through Saturday from 10:00 a.m. to 4:00 p.m. Please check Facebook ([www.facebook.com/stchristophersgiftsconsignment](http://www.facebook.com/stchristophersgiftsconsignment)) or Instagram for any changes to the Shop's schedule.

***If the Chatham or Monomoy Public Schools are closed due to inclement weather,  
the shop is closed as well.***

#### **Terms:**

The Consignor split is 55%/45%. Fifty-five percent of the sale price is paid to the Consignor, and 45 percent of the sale price is the Shop's.

- The selling price is mutually established between the Shop and the Consignor.
- The minimum price for a consigned item is \$10.00 with very few exceptions, *i.e.*, books. ***The item must be truly worth \$10.00.***
- The Consignment Period is 60 days.
  - After 30 days items are marked down by 20%.
  - After the 60-day consignment period, items become the property of the Shop.
- A 50¢ Buyer's Fee is added to items from \$1.00 to \$19.99. A \$1.00 Buyer's Fee is added to the sales price of items over \$20.00.
- Reclaim Fee:
  - A \$1.00 return fee is charged per item for any items reclaimed ***at any time***. The Reclaim Fee is deducted from the Consignor's balance.
  - Items returned to the Consignor by the Shop are not charged a Reclaim Fee.
  - The Consignor must sign for any items reclaimed and leave the signed slip for the manager with the respective tags.

Consignor No. \_\_\_\_\_

Seven-day Grace Period: Items may be reclaimed up to seven days after the 60-day consignment period and will be subject to a Reclaim Fee (see above). The Consignor receives 35% of the original price during the seven-day grace period.

- Consignors' checks are mailed within the first two weeks of the month for the previous month's sales.
  - A 50¢ fee is deducted from the balance to cover postage.
  - Checks not claimed or cashed after 90 days are voided, and monies revert to the Shop unless other arrangements were made.
- The Shop is **NOT RESPONSIBLE** for any damage or loss of items consigned for sale as specified in the Consignment Agreement.

***We ask Consignors to bring their own packing materials for retrieving their items.***

### **Consigned Merchandise and Clothing**

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- Five items may be consigned at a time.
  - Three of the five items may be clothing OR
  - All five items may be merchandise.
- All items of clothing and merchandise must be in excellent and pristine condition, clean, odor free, pressed, ready for sale and appropriate for the Shop's clientele.
- The only articles accepted as "As Is" are antiques in reasonably good condition.
- Items will be removed, without notification, if found to be outdated, have stains, tears, cracks, chips or other visible defects not discovered at the time of consigning. We will email or telephone Consignors who have items to be returned.
- **The Shop has the right to make the final decision regarding acceptable items for consignment.**

***We must be very selective in the merchandise we accept for consignment. Please do not be offended if your items are not accepted. We rely on years of experience to know what sells to our customers.***

### **Report Printing:**

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You may now view your items and balances online. Go to **www.MyResaleWeb.com**. Enter (1) the State - Massachusetts, (2) the Store Name - St. Christopher's Gift and Consignment Shop, (3) your Consignor ID No. and (4) your last name. Click on **Check My Account**. You can also see whether your items have sold or expired, and see what your check payment amount is as well as any other deductions such as postage.

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Thank you for consigning your items at St. Christopher's Gift & Consignment Shop. We are proud of our Shop and of the support it provides to St. Christopher's Church and its many ministries in Chatham, the lower Cape and around the world – such as the Chatham Pantry, Salvation Army and Goodwill.

Our mission is to operate a Shop that is attractive, offers interesting, fairly-priced merchandise to the public and provides a way in which to recycle your unwanted items and a solution for cleaning out your home.

Our "shopkeepers" are all volunteers not only from the Church but also from the community. We are a fun group of people. If you are interested in volunteering and being the first to see the new items offered for sale, please talk to our manager or one of the shopkeepers.

We thank you for your support.