



ACCOUNT #

Andrews' Thrift Shop

1676 Brookley Avenue, Joint Base Andrews MD 20762 - (301)735-3533

www.andrewsosconline.com/Thrift-Shop - and on Facebook

STANDARD OPERATING PROCEDURES

The AOSC Thrift Shop is a nonprofit organization which provides a resale service to the Andrews community and which raises revenues for the AOSC Charitable Fund. These revenues are disbursed to organizations and charities on Joint Base Andrews and the surrounding community. Thank you for helping to make this possible.

HOURS & DAYS OF OPERATION

- Monday, Wednesday, Thursday & the 1st & 3rd Saturday of the month.
- Shopping: 10 a.m. – 3 p.m.
- Consignments: 10 a.m. – 11:45 a.m. No appointment is necessary
- 10 a.m. – 1 p.m. for Active Duty in Uniform
- Please call before bringing in large items
- For inclement weather closing, the shop follows the Prince George's County School System

WHO CAN CONSIGN

- All military personnel (active duty, reserve, guard, retirees & their dependents) & DOD civilians

SHOPPING POLICIES

- No layaways or holding of non-paid items
- Children under 16 must be accompanied by an adult
- Children under 10 must remain with an adult at all times
- Children are not allowed to play with the toys or other items in the store

SHOPLIFTERS WILL BE PROSECUTED! WE DO NOT TOLERATE TAG/PRICE SWITCHING!

SALES POLICIES

- Volunteers have purchase priority on new items
- ALL SALES ARE FINAL! TRY BEFORE YOU BUY! NO REFUNDS GIVEN!
- 6% sales tax on purchases
- Check payments are accepted from those with a current Military or DOD ID card, along with a local MD/VA/DC license. Address, home phone and duty phone must be listed on the check.
- Purchases can be made without a Military/DOD ID, but must be a cash payment.
- Returned checks will be charged a \$25.00 fee plus the total of the original check. Payment will be due in cash or money order ONLY within 10 business days upon being notified. Check writing privileges will be suspended after 2 returned checks.
- Large items can be held for 3 business days after purchase. Please read & sign the holding contract.

PRIVILEGES

- TS privileges will be revoked for any customer who exhibits ANY form of abuse to customers, our staff or our volunteers.
- Suggestions can be made in person or in writing to the Manager, Assistant Manager or TS Chairman.
- No special privileges will be given to anyone.

CONSIGNMENT POLICIES

- TS commission is 25% of the selling price on each item consigned.
- A .50 cent fee is charged to consign (includes a photocopy of the submitted contract).
- A .10 cent fee is charged per page for copies of account inventory sales.
- Only one (1) account per family.
- A maximum of 20 items per day. Only 5 like items per category. Ex. 5 items of clothing, 5 lamps, 5 books, etc.
- All items must be clean; odor free, free of rips, stains, cracks, chips, breakage, missing pieces, etc. Electrical & battery operated items must be in working order.

- Items may be rejected at anytime for any reason.
- Items may be restricted or limited at the Manager's discretion.
- Minimum price per item must be \$2.00 and incremented by .25 cents thereafter.
- Items are consigned for a maximum of 45 days. Items will become TS property without notification if not sold or withdrawn before the expiration date noted on the contract.
- Complete a consignment contract and attach a "stickie" labels to all items PRIOR to coming in to consign. Each label must have the 4 digit account number on it. The item # will be assigned at the consignment desk.
- A consignor, in person, may check their files/sales. No account will be discussed via phone.
- For withdrawing an item, the fee is 6% of the original price of each item. The minimum fee is \$.30 per item. The consignor is responsible for location & bringing their items to the withdrawal counter. No withdrawals taken after 2:30 p.m.
- For reducing the price of an item, each item must be priced \$10.00 & up. Lowering the price does not extend the consignment time or change expiration date.
- Previously misplaced item(s) cannot be withdrawn at a later date if found past the expiration date.
- Consignees with PSC/Retirement orders may consign up to 40 items per day no more than 45 days prior to departure. A copy of the orders is required.
- Checks will be mailed by the 15th of the month for the PRIOR month's sales. All checks are void after 90 days. We do not cash consignment or payroll checks.
- Spring/Summer clothing accepted March – August (subject to change) and Fall/Winter clothing accepted September-February (subject to change). Clothing may not be accepted in the months of September & March.
- Holiday items are accepted one month prior to the Holiday without exception.

ITEMS THAT ARE NEVER ACCEPTED

- Liquids, poisons, cleaners, consumable containers, gas/propane or gas/propane operated items.
- Home remodeling items - building supplies: sinks, doors, windows, screens, light fixtures, etc....
- Auto parts: tires, rims, wheels, seats, detectors, radios/CD players, speakers, etc...
- Animal care products: pet bedding, waste scoopers, litter boxes, grooming items, unclean kennels.
- Hats/Caps (exception – military and children)
- Underpants and bras of any kind.
- Live plants
- Bathing/Body suits unless they are children's size 10 & under.
- Beauty items: shampoo, gels, perfumes, lotions, oils, or cosmetics, USED OR NEW
- Personal hygiene items: rollers, combs, brushes, wigs (except Halloween), curling irons, razors, etc.
- Typewriters, phones or cell phones.
- Homemade entertainment such as burned CDs, movies that have been copied, etc.
- Worn shoes
- Large appliances: refrigerators, freezer, stove, washer/dryer, etc.
- Weapons of any kind at any time.
- Free items such as fast food toys or promotional items.
- Mattresses/Box springs, bed pillows
- Window blinds unless they are unopened and in the original package.
- Stuffed animals including Beanie Babies.
- Large exercise equipment: treadmills, AB-doers, stationary bikes, etc.
- Items with logos/names/reunion/events such as trophies, plaques, cups, plates, glasses, clothing, etc.
- Burned candles, opened puzzles, magazines, textbooks
- Carseats

ALL CUSTOMERS CONSIGN ITEMS AT THEIR OWN RISK. THE AOSC THRIFT SHOP IS NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR DAMAGED DUE TO FIRE, FLOOD, NEGLIGENCE OR OTHER UNFORSEEN CIRCUMSTANCES. CUSTOMERS WILL NOT BE REIMBURSED FOR LOSSES RELATED TO THESE EVENTS. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ AND UNDERSTAND THE ABOVE CONTRACT AND THAT I AM THE RIGHTFUL OWNER OF THE ITEMS I AM CONSIGNING AND BEAR FULL RESPONSIBILITY FOR SAME

SIGNATURE _____ DATE _____ REVISED Feb2012