

# Andrews Spouses' Club Thrift Shop

1676 Brookley Avenue, Joint Base Andrews, MD 20762, (301)735-3533  
Email: [ascts@comcast.net](mailto:ascts@comcast.net), Facebook: Andrews Spouses' Club Thrift Shop

ACCOUNT #

## STANDARD OPERATING PROCEDURES

The ASC Thrift Shop is a nonprofit organization which provides a resale service to the Andrews community to raise revenues for the ASC Charitable Fund. One hundred percent of our 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 1<sup>st</sup> & 3<sup>rd</sup> Saturday of each month
- Shopping: 10:00 a.m. – 3:00 p.m.
- Consignments: 10:00 a.m. – 11:45 a.m. No appointment is necessary  
10:00 a.m. – 1:00 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 13 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.
- A customer who exhibits ANY form of abuse to TS customers, staff or volunteers may lose their TS privileges, at the discretion of the Manager.
- Suggestions can be made in person or in writing to the Manager, Assistant Manager or TS Chairman.

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

### SALES POLICIES

- ALL SALES ARE FINAL! TRY BEFORE YOU BUY! NO REFUNDS GIVEN!
- There is a 6% sales tax on purchases.
- Checks are only accepted from those with current Military or DoD ID cards, along with a local MD/VA/DC license. Please list address, home phone and duty phone on the check.
- Purchases can be made without a Military or DoD ID, but must be a cash, credit, or debit card 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.

### CONSIGNMENT POLICIES

- TS commission is 25% of the selling price on each item consigned.
- A \$.50 fee is charged to consign which includes a photocopy of the submitted contract.
- A \$.10 fee is charged per page for copies of account inventory sales.
- Only one account is permitted per family.
- A maximum of 20 items can be consigned per day. Only 5 like items per category (i.e. 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, or restricted/limited at the Manager's discretion.

- Items are consigned for a maximum of 45 days. Items become TS property without notification if not sold or withdrawn **before** the expiration date noted on the contract.
- Complete a consignment contract and attach labels to all items PRIOR to coming in to consign. Each label must have the 4 digit account number and the item number on it.
- A consignor may only check their files or sales in person. No account will be discussed over the phone.
- To withdraw an item, the fee is 6% of the original price of each item. The minimum fee is \$.30 cents per item. The consignor is responsible for locating & bringing their items to the withdrawal counter. No withdrawals will be taken after 2:30 p.m.
- Price reductions can only be done for items that were priced \$10.00 & up, and must be lowered by at least \$5. Lowering the price does not extend the consignment time or change expiration date.
- Previously misplaced items cannot be withdrawn at a later date if found past the expiration date.
- Consignees with PCS or 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 15<sup>th</sup> 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 is accepted March – August (subject to change) and Fall/Winter clothing is 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 like building supplies, sinks, doors, windows, screens, light fixtures, etc.
- Auto parts like tires, rims, wheels, seats, detectors, radios, CD players, speakers, etc.
- Animal care products such as pet bedding, waste scoopers, litter boxes, grooming items, unclean kennels
- Hats or Caps (exception – military and children)
- Underpants of any kind, used bras or socks (bras and socks must have original packaging)
- Live plants
- Bathing/Body suits unless they are children's size 10 & under
- Personal hygiene items like shampoo, gels, perfumes, lotions, oils, or cosmetics, USED OR NEW
- Beauty items such as rollers, combs, brushes, wigs (except Halloween), curling irons, razors, etc.
- Typewriters, phones or cell phones, cassettes or VHS tapes
- Homemade entertainment such as burned CDs, movies that have been copied, etc.
- Worn shoes
- Large appliances such as refrigerators, freezers, stoves, washers, dryers, etc.
- Weapons of any kind, at any time
- Free items such as fast food toys or promotional items
- Mattresses, box springs, or bed pillows
- Window blinds unless they are unopened and in original packaging
- Stuffed animals including Beanie Babies
- Large exercise equipment like treadmills, AB-doers, stationary bikes, bowling balls, etc.
- Items with logos/names/reunion/events such as trophies, plaques, cups, plates, glasses, clothing, etc.
- Burned candles, opened puzzles, magazines, textbooks
- Infant car seats and used bike helmets

**ALL CUSTOMERS CONSIGN ITEMS AT THEIR OWN RISK. THE ASC 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 August, 2015