Tinker Spouses’ Club Thrift Shop
405-734-3996
The TSC Thrift Shop is a 501c non-profit organization.

Visit www.tinkerspouses.org for more info!

Hours of Operation:
Tuesdays and Thursdays Only*
10:00 am - 2:00 pm

Consignment Hours are between 10:00 am-12:30 pm
(This includes markdowns and withdrawals)

BEFORE SIGNING IN:
Contracts must be completely filled out
All items must have blind tags attached

WE RESERVE THE RIGHT TO CLOSE CONSIGNMENTS AT ANY TIME.

Volunteers continually strive to do their very best. We appreciate your cooperation and kindness. If you have a concern, please address it to the manager. Thank you.

REMINDER: Volunteers are not required to assist in loading or unloading of your items. Please make your own arrangements for labor needs.

Essential Steps For Consignment
1. Purchase contract and blind tags for .50 cents (max. 2 limit)
2. Gather items, at home, and fill out contract and blind tags.
3. Check in with greeter between the hours of 10:00 am and 12:30pm.

Essential Steps for Markdown/RTO (return to owner)
1. Gather your items on the floor BEFORE checking in with greeter.
2. Check in with the greeter and ask for your contract folder.
4. If necessary, take your items to the cashier to pay for RTO.
Preparing Item(s) Blind Tags

The purpose of a blind tag on each item is to ensure if the ticket gets lost, we can easily replace the ticket and you’ll get credit. Items without blind tags cannot be sold if the ticket is lost.

Blind tags can be made from white mailing/computer labels cut in thirds. We only supply cut computer labels with purchase of a contract (20 per contract will be issued).

Please ensure the item number on your contract matches the blind tag item number you have assigned to that item. See example below.

Place blind tags under the tag in clothing or on the bottom of solid pieces. Multiple items, such as 2 piece outfit or dishes, need blind tags on each piece. Items found without tickets and without blind tags will be put in our Lost and Found area until the day it expires.

Any item not claimed by expiration date will be sold at Thrift Shop property.

First line = your account number
Your account number will consist of last name initial + sponsor’s last 4 SSN.

For this example:
L- is the first letter of the last name
1234 is last four digits of SSAN

Second line = month - day and item number on contract list

For this example:
7-5-8 is for July 5 item #8

L-1234
7-15-8
Filling Out Your Contract

HOT TIP: Order your items in like categories, this makes it easier on you and our volunteers when processing. Please do your best to choose the proper department. Example: CL = Clothing, Home, Kitchen, Decor, Linens, Books, Sporting Goods, etc.

Fill in your account number at the top. See example prior. If another consignor has the same last four, a zero will be added to the end of your number and you will be notified.

Please fill out your address information.
According to your blind tags, fill in your contract.

See example below:

<table>
<thead>
<tr>
<th>Inventory Number</th>
<th>Item #</th>
<th>Type/Dept.</th>
<th>Description</th>
<th>Color</th>
<th>Size</th>
<th>Price</th>
<th>Mark-Down</th>
<th>RTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cl, ladies</td>
<td>2 pc blouse and skirt floral</td>
<td>Bl/wht</td>
<td>12</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cl, ladies</td>
<td>v-neck tee shirt w/ beads</td>
<td>Green</td>
<td>M</td>
<td>1.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Kitchen</td>
<td>8 pc dinner plates</td>
<td>White</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Items Not Accepted

- air conditioners (window mounted)
- baby bottles
- batteries
- bean bags
- bed frames
- bed pillows
- bed mattresses (exception: vinyl crib)
- bed rails (except with head/foot boards)
- bed springs
- body suits/leotards
- breast pumps
- caller IDs
- candles (used)
- car radios
- car seats
- ceiling fans
- cell phones
- colognes, perfumes, lotions
- computer parts and accessories
- condensed Reader's Digest Books
- cosmetics
- cribs
- devices that require specialty batteries without usable batteries
- doors
- electronics (if we cannot test it, we cannot take it...subject to Manager Approval)
- encyclopedias
- flammables
- food
- game platforms/systems: Atari, X Box, Nintendo, PlayStation, Sega, etc.
- gasoline powered equipment and appliances
- humidifiers
- incomplete sets of items (miscellaneous non-matching coffee mugs, plates, etc.)
- inflatable mattresses/toys
- knives (except cutlery sets)
- lamps without usable bulbs
- light fixtures
- live plants
- magazines
- medicines of any kind
- mirrors, unframed
- nightwear, pajamas, bath robes (exception: children's size 0 to 7)
- outdated or unusable clothing (leisure suits, stained)
- paints of any kind
- patterns (sewing, etc.)
- personal electronics (razors, hair curlers, curling irons, hair dryers, etc.)
- plastic sport bottles, straws (new or used)
- portable toilet seats (adult, child)
- refrigerators (except small, dorm size)
- rugs larger than 9x12
- software (includes software and information books on software)
- space heaters
- sports bras
- stereo speakers
- stoves, cook tops
- stuffed animals
- swimsuits (infant only)
- televisions (except flat screens)
- text books
- tires, rims
- underwear, including thermal and new uniforms
- VHS Tapes
- washers, dryers
- watches without batteries
- waterbed mattresses and frames
- weapons, firearms
- wigs, hairpieces
- wire hangers
MARKDOWN OF ITEMS

“Markdown of Items” must be done during the consignment hours of 10:00 am – 12:30 pm. It is the customer’s responsibility to know if items to be marked down are still available for sale.

If you wish to markdown any items please **COLLECT YOUR ITEMS BEFORE SIGNING IN AND TAKING A NUMBER.**

Consignors may mark down the selling price of an item ONE time during the consignment period. A valid military ID will be needed to mark items down.

Information on an existing contract can be changed only by the account holder or alternate named on the account card. No markdowns will be made by phone.

**REMININDER:** Marking down the price of an item will NOT extend the original expiration date.

**MARKDOWN STEPS**

1. Bring items to the consignment area waiting area.
2. Sign in and take a number and you will be called accordingly.
3. You will be asked for your ID card in order to retrieve your file.
4. The consignor will decide on the lower price. The volunteer will stamp each ticket to be marked down using the red **MARKDOWN** stamp.
5. The volunteer will then line through the original price and write the new price using a **RED PEn**.
6. The volunteer will annotate the markdown price on the original consignment sheet in the Markdown column. The volunteer and consignor will each initial in the Markdown column. This must be done on each item to be marked down.
7. After the markdown is completed, the volunteers will replace your items on the floor for sale.

**RTO - RETURN TO OWNER**

“Return to Owner” (Withdrawal of items) must be done during the consignment hours of 10 am- 12:30 pm.

If you wish to withdraw unsold items please **COLLECT YOUR ITEMS BEFORE SIGNING IN AND TAKING A NUMBER.**

Items not sold or not withdrawn by the owner prior to close of business on the expiration date will become Thrift Shop property.

*If you are slated to go TDY or if something will keep you from being present to do this, you must make arrangements with the manager prior to your departure- NO EXCEPTIONS.*
RTO STEPS

1. Bring items to the consignment waiting area.
2. Sign in and take a number and you will be called accordingly.
3. You will be asked for your ID card in order to retrieve your file. The volunteer will locate each item on your contract and write the date of withdrawal in the “RTO” column.
4. Both you and the volunteer will initial each transaction.
5. The volunteer will stamp each ticket with the RTO stamp, cross through the price and write the RTO fee to be charged on each ticket. (This fee is based on the original selling price and is assessed per item.)
6. The volunteer will remove these items from the computer at this time and hand the tickets to the cashier. Customers will then pay these fees to the cashier.

The following fee schedule will apply per item:

<table>
<thead>
<tr>
<th>Item Cost</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.50 -$14.99</td>
<td>$0.30</td>
</tr>
<tr>
<td>$15.00-$24.99</td>
<td>$0.50</td>
</tr>
<tr>
<td>$25.00-$49.99</td>
<td>$0.80</td>
</tr>
<tr>
<td>$50.00-$74.99</td>
<td>$1.00</td>
</tr>
<tr>
<td>$75.00-$99.99</td>
<td>$1.50</td>
</tr>
<tr>
<td>$100.00 and over</td>
<td>$3.00</td>
</tr>
</tbody>
</table>