

CONTRACTUAL OBLIGATION

- Every consignor must fill out and sign a current contract each time he/she consigns, agreeing to the terms and conditions on the back of the contract. Contracts are available on our web site and in the Shop.
- **Please carefully read the information printed on the back of your Consignment Contract. Every effort is made to accommodate our customers but The Guild Shop has certain policies and procedures which apply at all times.**
- The consignor receives 2/3 of the sale price of each item sold.
- Checks will be issued on the 15th day of the month for items sold in the previous month. You may pick up your check at the Shop through the end of the month. Checks that are not picked up by the last day of the month will be mailed to you.
- Once the minimum is achieved, a cumulative check will be issued.

CONDITION POLICY

- All items brought in for consignment or donation must be in good condition, clean, unstained, in style, and in season. Items which do not meet these criteria will not be accepted and will/or be donated or discarded at the discretion of The Guild Shop.

PRICING POLICY

- The Guild Shop determines the price of your item(s) but welcomes your suggestions and any information you have on the item's value.

- The minimum price that can be assigned to a consigned item is \$6.00.

MARK DOWN POLICY

- All merchandise is reduced at a regular schedule until it reaches the final markdown, at which time it becomes impounded, which means that the consigned item becomes the property of The Guild Shop. Items impounded at \$100.00 or more will be re-priced on the consignor's account. Consignors are responsible for knowing which markdown schedule is applied to their consigned item.
- Holiday items may be marked down after the holiday prior to the scheduled markdown period.

RECLAIMING CONSIGNED ITEMS POLICY

- A consignor may not reclaim any item originally priced at \$59 or less. Items originally priced at \$60 or more may be reclaimed prior to the final markdown price. A handling fee of 10 percent of the original ticket price will be charged. It is the responsibility of the consignor to keep track of the final mark-down date, as different departments have different mark-down schedules.

ALL CONSIGNMENTS ARE ACCEPTED SUBJECT TO THE DISCRETION OF THE GUILD SHOP.

NO TAKE LIST

ALL ITEMS ARE SUBJECT TO ACCEPTANCE BASED ON THE SOLE DISCRETION OF THE GUILD SHOP. WE DO NOT ACCEPT THE FOLLOWING ITEMS:

ART

- Framed art without a hanging wire

CLOTHING

- NO WORN, TORN, DIRTY, OR WRINKLED
- Backpacks
- Children's and baby clothing
- Garments with advertising logos
- Cloves
- Helmets (all types)
- Leotards and leggings (unless designer)
- Lingerie/Undergarments
- Pajamas
- Bras
- Sports bras
- Socks, hosiery and tights
- Maternity wear
- Scarves (unless designer)
- Scrubs/Uniforms
- Sport shoes w/metal cleats
- Suit coat without pants
- Sweatpants
- Swimsuit
- Ties (unless designer)
- Tote bags with logos
- Wallets (unless designer)
- Wedding and bridesmaid dresses

HOUSEHOLD / ELECTRONICS

- Answering machines
- Cameras and camera equipment (vintage only)
- Computers, printers and accessories
- Fax machines
- GPS devices
- Headphones
- Radios (vintage only)
- Stereos and stereo components
- Speakers
- Telephones (vintage only)
- Televisions, DVD and VCR players
- Typewriters (vintage only)
- Walkie-talkies

HOUSEHOLD / PERSONAL HYGIENE / MEDICAL

- Bathroom scales
- Bedpans and toilet seats
- Brushes and combs
- Hair accessories and headbands
- Hair dryers and styling tools
- Swimsuit
- Medical/crutches, walkers, and wheelchairs
- Perfume, cosmetics and toiletries
- Razors and manicure sets
- Shower curtains and bathroom mats

- Toothbrush holders**
- Wigs

HOUSEHOLD / TOYS

- Comic books
- Baseball cards
- Dolls
- Games and puzzles
- Stuffed animals
- Video games

HOUSEHOLD / APPLIANCES

- Clean air machines and humidifiers
- Coffee makers
- Fans (vintage only)
- Heaters
- Large appliances
- Microwave ovens
- Sewing machines (vintage only)
- Steamers
- Vacuum and rug cleaners
- Vehicle recharging devices

HOUSEHOLD / GENERAL

- Baskets (high end only)**
- Medical devices
- Books
- Building supplies**
- Candles
- Ceiling fans
- Christmas trees, stands and lights

- Computer bags and briefcases
- Craft projects and yarn (only in original pkg)
- Exercise equipment
- Fabric, sewing patterns and notions
- Faux plants and floral arrangements
- Hubcaps
- Ironing boards
- Knives (unless pocket or collectible)**
- Lampshades
- Luggage or duffel bags
- Medicine cabinets
- Mini blinds, curtains, valances and rods
- Office supplies**
- Pet supplies/carriers
- Photo albums
- Photo frames (unless sterling)
- Plumbing supplies
- Prescription eyeglasses
- Posters (unless framed)
- Record albums, tapes, CD's and DVD's
- Sporting goods and memorabilia**
- Tools
- Trophies, awards and plaques
- Water bottles (unless new in pkg)

HOUSEHOLD / KITCHEN

- Chef knives and standard kitchen knives
- Coffee mugs-single (minimum 2)
- Coolers, thermoses and travel mugs
- Food storage containers and can jars
- Wooden utensils and cutting boards (unless new)

HOUSEHOLD / LINENS

- Bath and hand towels
- Bedspreads and blankets
- Comforters
- Infant and children's bedding*
- Mattress protectors and pads*
- Pillows, throw pillows and cushions*
- Quilts (unless older than 1939)
- Sheets and pillow cases
- Sleeping bags
- Tablecloths, placemats and napkins

JEWELRY

- Illusion jewelry
- Ivory*
- Tortoise*

FURNITURE

- Bar stool-single (minimum 2)
- Bassinets, carriers and car seats
- Bean bag chairs
- Chair beds, recliners and futons*

- Chaise lounge with cushions (Garden only)
- Contemporary glass-top tables **
- Desks longer than 48"
- Dining chair-single (minimum 4)
- Entertainment cabinets**
- Filing cabinets**
- Headboard without rails
- Highchairs and baby rockers
- Hutch tops without base
- Mattresses and box springs*
- Non-Standard size beds **
- Office furniture
- Papasan chairs*
- Playpens, strollers, cribs and cots
- Sectional sofas (unless 1950's or 1960's)
- Sewing machine cabinets
- Single dining chairs (minimum 4)
- Single bar
- Sleeper sofas*
- Stereo cabinet

THE GUILD SHOP OF ST. JOHN THE DIVINE

2009 DUNLAVY STREET • HOUSTON, TX 77006 • 713-528-5095

The Guild Shop's Mission is:

To enrich the community as a Christian ministry and resale shop dedicated to awarding financial support to organizations that serve the elderly in need

The Guild Shop is 501(c) 3 nonprofit corporation. Thanks to your numerous consignments and donations, The Guild Shop has given over \$5 million in support to our community.

DONATIONS-ALWAYS WELCOME!

Drop off any time during Guild Shop hours. For furniture donations, call or email for an appointment to pick up.

furniture@theguildshop.org

713.528.5095

Website: www.theguildshop.org

Email: theguildshop@theguildshop.org

SHOP HOURS

Monday-Saturday: 9:30am to 3:30pm

Sunday: CLOSED

FOLLOW US ON:



Estates and Moving Consignments.
Please call for an appointment.



CONSIGNMENT INFORMATION

Consignments are accepted:
*through the 21st of each month
per our calendar*

CLOTHING

Accepted for on **Wednesdays 9:30-11:30am** and **Saturday 9:30-11:30am**

- 5 clothing items per consignment
- 1 pair of shoes, 1 purse, 1 belt, 1 hat per consignment day are part of your 5 clothing items.
- Clothing must be in style, in season, clean and pressed.

HOUSEHOLD

Accepted for on **Wednesdays 9:30-11:30am** and **Saturday 9:30-11:30am**

- 8 items per consignment
- Household include: china, pottery, kitchen items, metal goods, glassware, silver, decorative items, collectibles, home decor and garden items.

JEWELRY

Jewelry take-in dates for each month will be posted at www.theguildshop.org

- A maximum of 10 items will be accepted at that time.
- We sell costume and fine jewelry including gemstones, gold and sterling

ART

ART take-in dates for each month will be posted at www.theguildshop.org

- 1 piece of art per consignment
- Although art is generally accepted one piece at a time, we will take two at a time if they are a matched pair with matching frames.
- Multiple pieces of art can be accepted as an estate and collected by appointment only.
Email: art@theguildshop.org
- Art must be wired for hanging.
- Size limit 36"x36"
- Oversized items are accepted by appointment only on a space available basis. Email art@theguildshop.org with photos and dimensions.

FURNITURE AND RUGS-BY APPOINTMENT ONLY

- You must e-mail us a photo of your furniture and/or rug. Email: furniture@theguildshop.org
- Include your name and phone number and you will be contacted within 72 hours to set up an appointment.

Occasionally, certain items will NOT be accepted for consignment.

Check the website for updated information.

www.theguildshop.org

ASK US ABOUT FAST TRACK-EASY AS 1-2-3:

1. CONTRACT-Download & Complete at HOME
2. STICKER all items at HOME

GET YOUR CONTRACT SIGNED & GO!!!