



CONSIGNMENT INFORMATION AND RULES UPDATE – 2/2/23

- BUSINESS HOURS:** Tuesday – 10 am to 8 pm
Wednesday, Thursday, Friday, Saturday – 10 am to 5 pm
- CONSIGNMENT HOURS:** **CONSIGNMENT BY APPOINTMENT ONLY, NO WALK-INS**
Tuesday – 1 pm to 6:30 pm
Wednesday, Thursday, Friday, Saturday – 10 am – 1:30 pm
- CONSIGNMENT WEEK 1:** Consignment Week 1 - Items are consigned from Tuesday through Saturday of the first week. Items consigned on Tuesdays are on the floor for 4 full weeks. Items consigned on Saturdays are on the floor for 3 weeks and 1 day. Each week is assigned a specific ticket color.
- CONSIGNMENT WEEKS 1-4:** Items are on the floor for the remainder of Week 1 and Weeks 2-4 at full price. You will get 60% of the price of any items sold at full price only. You may check for sold and unsold items at any time during business hours.
- CONSIGNMENT WEEK 5:** Items sold during Week 5 are sold at 50% and the proceeds go entirely to the shop. Further price reductions may be made at the discretion of the managers. Items not retrieved by the Saturday of the 4th week become a donation to Willing Hearts Consignment Shop (sold or unsold). A weekly consignment schedule with recommended pickup dates is always posted at the consignment desk.
- CONSIGNMENT MONTH:** The Consignment month begins on the first Tuesday of the calendar month and may run into the beginning of the next calendar month. A monthly schedule is always posted at the consignment desk.
- PAYMENT MONTH:** The payment month is the same as the calendar month. Payment for sales in a calendar month will be made by the 10th day of the subsequent month.
- PLEASE NOTE:** Only 10 items can be consigned per active Consignor ID Number per consignment session. Consignors with 2 or more active Consignor ID Numbers can have 2 consecutive appointments and can consign 10 items on each number consecutively per consignment appointment.
- RULES CHANGES:** Consignors will be notified of rule changes as they occur.
- PLEASE NOTE:** If you are a member of a school or charitable organization, you may ask about a membership in their name. The same procedures apply.

APPROPRIATE ITEMS FOR CONSIGNMENT

Consigning your items at Willing Hearts means you care enough about them to give them a new life! All clothing must be clean, pressed (no wrinkles) and seasonal. Jewelry, household items and collectibles must be clean and in good condition. We will not clean your items for you. Your items **MUST** be saleable and something you might buy. Review our current “DO NOT ACCEPT” list on a regular basis. **items must be seasonally appropriate. Furniture and pictures wider than 24” must be scheduled in advance at the Jewelry Counter.’**

BECOMING A REGULAR CONSIGNOR AT WILLING HEARTS CONSIGNMENT SHOP

1. Each consignor must have his/her own Consignor ID number. Consignors can have more than one active Consignor ID number.
2. Regular consignors must pay an annual fee for each active Consignor ID number to be an active consignor. The fee for each number is currently: \$20.
3. New consignors are enrolled at any time during business hours.

HOW THE CONSIGNMENT PROCESS WORKS

Your items are on the floor for 4 consignment weeks at full price. Each consignment week begins on a Tuesday and ends on a Saturday. Items consigned on Tuesdays are on the floor for 4 full weeks. Items consigned on Saturdays are on the floor for 3 weeks and 1 day. Each consignment week is assigned a specific ticket color. If your items sell in the first 4 consignment weeks, you get 60% of the price. The week you consign your items is considered to be the first of the 4 weeks at the full consigned price. At the end of the 4 weeks, you can decide to take your unsold items home or you can donate them to the shop. Items left in the shop become the property of Rotary. At 5:01 pm on the last Saturday of the 4th consignment week, all items are reduced by 50% and all proceeds of the sale of these donated items go to Rotary. Further price reductions may be made at the discretion of the managers. Items not sold after 5 weeks are forwarded to a variety of shelters that are affiliated with Willing Hearts Consignment Shop. You may ask for a tax letter for your donated items but you are responsible for keeping your own inventory.

MAKING AN APPOINTMENT

1. Call Willing Hearts Consignment Shop at 973-226-7488,
2. Or, while in the shop, you may schedule an appointment.

RETRIEVING YOUR ITEMS

Because we are a very busy shop with hundreds of active consignors, we cannot help you find your things. You will have to find them yourself. Once you have retrieved your items, take them to the jewelry counter where a volunteer will help you remove the tags and have you sign the back of each tag to prove that the items are yours. You cannot re-consign your items again for at least 6 weeks. **You can check on the status of your account at any time during business hours. However, the sale of any item is not guaranteed until the close of the month because of the possibility of an unexpected customer return.**

Items not retrieved by the end of the fourth consignment week are considered donations to the shop and sell at 50% or less help us cover our operating expenses. So we urge you to consider increasing your contribution in this way.

Willing Hearts Consignment Shop is not responsible for items lost, stolen or damaged.