



## DONATIONS

- ☞ **Large** pieces must be **previewed** in order to determine acceptability of item as well as availability of space in the shop. The message book should be used to alert the Consignment Committee Chair that a piece needs to be evaluated.
- ☞ **Small** donations may be accepted any time during shop hours and should be labeled as such with the name and address of the donor. Merchandise should be priced, tagged and placed on the shelves of or near the bookcase at the consignment table in the back of the Shop. Large items are to be placed in Xerox room.
- ☞ A member of the Committee will determine whether a donation is acceptable.
- ☞ The Committee Chair makes the final determination regarding pricing and acceptability prior to items being displayed on the showroom floor. If a donation is deemed unworthy of showroom space, disposition can include the New Rochelle Humane Society and/or Schaffer Extended Care Center at SSMC. We do not turn away donations....though they may be inappropriate for Accents on Antiques.
- ☞ All contributions are recorded by a member of the Consignment Committee on an Accents donation sheet and mailed to the Donor, along with a letter of thanks. Accents does not establish a value – Donor does so for tax purposes.
- ☞ The Consignment Committee will determine if and when any reductions are to be taken on donated items.