

Pick-Up Guidelines

Consignor Pick-Up Instructions...

PICK UP PERSON: Should you PERSONALLY not be able to pick up your items you MUST email us at amtkids@gmail.com and include your name, consignor number, a phone number where you can be reached in the event we have questions, the name and phone number of the person picking up your items and whether or not you give this person permission to pick up your check.

PICK-UP TIME: Pick-up is from 12pm to 5pm. We will try to send out a reminder email, but we sometimes get busy. Pick-up date and time is listed on the sale schedule.

- ❖ No early pick-ups will be permitted and we ask that you do not come earlier than 12pm. We will not be there and doors will be locked.
- ❖ All items not picked up by 5pm on the designated pick-up day will be donated. You will still be able to print off an itemized statement for tax purposes. No financial compensation of any kind will be given for these items. AMT Kids will not store, or maintain any items after the end of the designated Consignor Pick-Up time frame. **NO EXCEPTIONS.**

DONATIONS: If you designated your unsold items to donate, you do not have to come to Pick-Up. Pay outs will be sent to the Paypal address on file. Checks not picked up will be mailed within 48 hours.

- ❖ A Donation Report will be available online under your account. Please print this report off as soon as possible after the sale has ended for your records. This reports is only available for a short period of time.
- ❖ If you decide to donate your unsold items but didn't designate them as donate, you will need to send an email with your name, consignor number and a statement saying that you want to Donate all of your unsold items.

PAYOUT: We will be doing Paypal for consignor payouts starting with August 2020 sale. It is your responsibility to provide an email address to which payment can be made. Physical checks will still be available but a \$5 service fee will be deducted. Physical checks can be picked up on day of pick up or mailed. Please designate your choice of payout.

REPORTS: Reports will be uploaded to your account. You will have access to those reports within a few hours of Pick Up.

- ❖ Suggested Reports
 - Seller Report
 - Donation Report

What to do at Pick-Up:

- ❖ Come to front desk and sign for your items.
- ❖ Check the Lost & Found table for items that have become separated from sets or have lost their tags.
- ❖ Find your consignor number. Should you need help, see a volunteer.
- ❖ We suggest you bring a tote or cardboard box to assist you in collecting your items.
- ❖ Should you have any large items that had to be assembled at Drop-Off that didn't sell, please be sure to bring proper tools to disassemble the item at Pick-Up.
- ❖ Should you have any items returned that has an X or Red Line on the tag, these items were rejected due to stains, tears, etc. Please do not bring these items back. You can donate them if you desire.

MISSING ITEMS: Any missing items must be brought to the attention of sale owners prior to leaving the building on Pick-Up day. We will do our best to locate any missing items and contact you within a week.