



## Consignment Agreement

Compassion, Hope  
& Healing  
for Palestinians

PLACING A CONSIGNMENT ORDER - Please read carefully. By placing an order, you agree to abide by these guidelines.

1. Order date: you need to place a consignment order at least 4 weeks in advance of your event date. This is especially important for events held in November or December.

You can choose items from the website or we will choose a selection of crafts for you that are based on size of expected attendance for the event. The only item, which is not returnable, is the olive oil. This is shipped under separate cover but you pay Pal Craftaid \$8.00 per bottle of oil. Pal Craft Aid orders this for you directly.

2. Our shipment to you: Please note how the sculpted items are wrapped particularly protecting the head or fragile parts. Place crinkled paper or packing between each layer of crafts with heavier items on the bottom of the box. You are responsible for the return shipment to Pal Craftaid from your event.
  - a) Shipping your consignment will be by USPS by either parcel post or priority mail. If time is not an issue the least expensive option will always be chosen for shipping. In some cases a signature will be required when received.
  - b) Upon receipt of the box of crafts, we expect that you will: 1) conduct an inventory; 2) keep the box in a dry place and under lock and key. If there happens to be a discrepancy in the inventory, let us know immediately.
3. If you discover any item(s) broken, please notify us immediately; otherwise, we will assume that it was broken while in your care. If you do not notify us, we will charge you for the item(s).
4. Do not remove or change the price tags. We charge a restocking fee of 5% on returned value of crafts with tags removed or changed.
5. Unpackers and repackers - our strong suggestion is that the person(s) who unpack also repack for return shipment. SEE ITEM 2.
6. Returning unsold items: Unsold items must be returned to us within five days of your event. Please have fragile marked on the box of crafts being returned. Put layers of paper between each layer of crafts to provide a good cushion and prevent breakage.
  - a) In returning the ornaments, please tuck in the tag between each ornament. Do not clump them together: it takes a lot of time to separate them out again.

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- b) Return items in a sturdy box, which is tightly packed and has fragile labels on it. Please obtain a delivery confirmation form...this is the only way a package can be tracked in the US postal system.
- c) If there are items broken in the return of unsold crafts, you are responsible for reimbursement of those crafts.

#### 7. Payment of crafts

- a) Individual checks can be made out to PAL CRAFTAID or you may choose to have the checks made out to your church or organization. If the checks are made out to your organization or church, please alert your treasurer to have a check ready in a timely manner.
- b) Payment is expected to be received no later than ten days after your event. Without timely payment our future orders cannot be placed and donations promptly distributed.

8. Contributions are gladly accepted. Please state if any amount is a contribution and if it is for a specific project. Craft purchases do not qualify as contributions. Please consider donating directly to a specific cause listed in our brochure. These donations are sent to their destination as soon as possible for immediate help with pressing needs.