

Pal Craftaid Consignment Agreement

Thank you for including Pal Craftaid in your market! By purchasing skillfully wrought olivewood and embroidered handwork, you help Pal Craftaid provide much needed income to artisans who carry on the ancient skills of their people in the face of an oppressive military occupation.

If you have questions about any of the following information please contact the Pal Craftaid Distribution Coordinator, Kirsten Johnston, at distribution@palcraftaid.org or at 248-486-5106. Enjoy your market and thanks for supporting families, schools, elderly groups and community cooperatives in East Jerusalem, the West Bank, and Gaza.

Placing a Consignment Order

- Order the items for your sale at least four weeks in advance of your event date. This is especially important for events in November or December.
- Choose items from the website or a selection of crafts will be chosen for you based on the expected attendance for your event. If you would like to set a cost limit on the consignment order, please tell the Distribution Coordinator.

Shipping Items to You

- 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. **Pal Craftaid pays to ship the crafts to your market.**
- Care is taken to protect the sculpted items by wrapping the items, paying particular attention to the head or fragile parts. Crinkled paper or packing has been placed between each layer of crafts with the heavier items on the bottom of the box. We suggest the same person who unpacks the box be the one to repack and return the box.

When the Consignment Box Arrives

- Inventory your consignment box, using the enclosed packing list.
- If there is a discrepancy in the packing list, immediately contact the Distribution Coordinator, Kirsten Johnston, at 248-486-5106 or distribution@palcraftaid.org.
- If you discover an item(s) broken, please contact the Distribution Coordinator immediately; otherwise, it will be assumed that the item(s) were broken while in your care. If you do not notify the Distribution Coordinator about missing or broken items, you will be charged for the item(s).
- Do not remove or change the price tags. A restocking fee of 5% on the returned value of the crafts will be charged if tags are removed or changed.
- Keep your consignment order in a dry place and under lock and key.

During the Sale

- Use the receipt books that are in your consignment order. Give the white copy to the customer and keep the yellow copy for your records.
- Each item has been assigned a Pal Craftaid number that is to help you when writing receipts. You will find the Pal Craftaid number on the price sticker or on the item. Instead of writing a description of the item, you will write the number. For example: you will not need to write, "small 13 piece nativity". Instead you will enter the number on the sticker/item.
- Give each person a Pal Craftaid brochure with their purchase. Feel free to give them more brochures if the purchaser asks for them.
- Additional items can be ordered after the sale and will be shipped directly to the individual customer.
- **Donations are gratefully accepted.** Specific projects are listed in our brochure. Donations are sent to their destination as soon as possible for immediate help with pressing needs. If you or a guest would like to make a separate donation, please

provide the following information for each donation so we may send a receipt: Name, Address, and Donation Amount. **Donations are tax deductible. Pal Craftaid purchases are not tax deductible.**

After the Sale

- Fill out the packing list according to the instructions. The number of items returned will equal the number of items shipped minus the number of items sold. Remember to mark any donations separately on the packing list.
- **Unsold items must be returned within five days of your event.** Exceptions can be made, if the arrangements are made when the consignment order is placed. Send to the name and address listed on your packing slip in a sturdy box which is tightly packed.
- Wrap the sculpted items, protecting the head and/or fragile parts.
- When wrapping ornaments to be returned, please place the tag under the ornament and continue to stack them in that fashion. If stacked in this manner, the tags will not be hanging apart from the ornaments.
- Put layers of paper or packing material between each layer of crafts with the heavier crafts on the bottom of the box.
- **If there are items broken in the return of unsold crafts, you are responsible for reimbursement of those crafts.**
- Return the Pal Craftaid receipt book with the crafts.
- **The consignee is responsible for the return shipping charges.**
- Please ask for “fragile” labels at the post office and obtain a delivery confirmation form. The return package can be tracked using the delivery confirmation form.

Payment

- **Payment is expected no later than ten days after your event.**
- Individual checks can be made payable to **PAL CRAFTAID** or you may choose to have the checks made payable to your church or organization. If the checks are made payable to your organization or church, please alert your treasurer to have a check ready in five days and send to the address below.
- Deposit the cash into your own account, and send a check or money order for that amount to **PAL CRAFTAID**
c/o Kirsten Johnston
11295 Hammerstone
South Lyon, MI 48178

Thank you for supporting Pal Craftaid. Most Palestinian families are living on \$2 per day or less amid high unemployment. The cost of living is at First World levels; thus the little that Palestinians earn buys very little. You are helping lift families out of poverty and giving them hope for a better future.