

Mission Resource Center  
1221 Profit Drive  
Dallas, TX 75247-3919

**SUBJECT: CONSIGNMENT FORMS – 2011**

One of the main responsibilities of Secretaries of Program Resources is the management of the consignment orders for meetings throughout the year. The information in the enclosed packet is supplied to give you accurate guidelines on ordering, displaying and returning the consignment orders.

**Sales and Displays Policy:**

Consignment orders are for you to have material available for display and resale at your events. No orders for individuals or local units should be included as part of the consignment order. Those orders should be placed as regular orders with the Mission Resource Center Customer Service Department.

**1. The returns policy for all consignment orders is:**

All materials that were not sold, **excluding** free resources, must be returned to the Mission Resource Center no later than 30 days after the meeting. Any consignment merchandise not received within the 30-day period will be considered non-returnable. The unit that ordered the material will be invoiced to pay for items not returned. Contact the Mission Resource Center manager to request exception at the time of order.

**2. Resources for United Methodist Women's events must be related to our Purpose and the program of the organization.**

Thank you for your efforts in working with the Mission Resource Center to provide resources on consignment. Should you have questions or concerns regarding your order, please contact us at 800-305-9857.

## GUIDELINES FOR ORDERING & HANDLING CONSIGNMENT ORDERS 2011

1. **Please read through these guidelines thoroughly.**
2. **Consignment orders should be received by the Mission Resource Center four to six weeks prior to the date you want to receive them.** This policy helps us manage our inventory and returns in an efficient manner, and helps us plan our order flow to ship the majority of orders complete. If items are not available to ship with the consignment order, items will be sent if they arrive in time for your meeting. The Mission Resource Center pays shipping costs on consignment orders for Conferences and Districts, unless the orders are received within 14 days of the event. Within this time period, any expedited shipping expense required to meet the event date will be charged to the Conference/District account, and will be included as part of the final reconciliation of the account. This policy also applies to supplemental orders placed for the event.

Note: Study materials for Schools of Christian Mission events should be made available to persons who have registered to take the studies. To order the basic mission materials, determine from the School Registrar the number of study leaders for each study and the number of students expected in each class. The number of study leaders and the number of students should give a more accurate figure of the total resources needed for the study materials.

3. **Supplemental orders are intended for new items or items inadvertently left off the initial consignment order.** Supplemental orders should be received no later than two weeks prior to the date of the event to insure timely shipment.
4. Only **two copies** of the Reading Program books may be ordered for each event. If there is a special need, please specify and your request will be considered by the Customer Care Manager.
5. Order appropriate quantities of resources for the event. This is especially critical on the literature we supply at no charge, and we recommend ordering free materials for 25% of the projected number of attendees anticipated. Women's Division supplies the funding for this information, and we should practice good stewardship in its use.
6. Please use post-it notes or removable tags to mark prices on items. Materials damaged by pricing stickers are considered non-returnable. Free materials should be placed separate from sale items.
7. The returns policy for all consignment orders is:

All materials that were not sold should be returned to the Mission Resource Center within 30 days after the meeting. Any consignment merchandise not returned within the 30 days will become non-returnable, and the unit will be required to pay for those items.

Ship returns to the Mission Resource Center by United Parcel Service using the UPS Return Shipping Labels provided with each consignment order. UPS automatically insures each carton for \$100 if properly packed, and shipments are easy to track. Cartons should be insured for the approximate value of the contents. If the United States Postal Service (USPS) or other services are more convenient, check to find out weight restrictions and cost to insure cartons. The UPS Return Shipping Labels may not be used for any shipper other than UPS.

To receive credit on Consignment orders, **sale items must be returned in good condition.** Pack items to be returned for credit with care. (Do not return "FREE" items.) Pack boxes to be returned to capacity.

8. After the event/meeting, send sales remittance and Consignment Accounting Forms to the Mission Resource Center **within one (1) week** following the event. The forms and envelopes can be found in the Consignment Order Packet. Place your ORDER number on all correspondence and carton labels.

**Please keep these guidelines for reference at the event or meeting for which you have placed this consignment order.**