

Host a CRS Consignment Sale

Our Consignment program makes it easy to bring affordable handmade items from around the world to your community. Best of all, you'll advocate for fair trade while fundraising for your mission or cause.

Simply choose your favorite products from our colorful Consignment catalog and we'll ship them to your event. After your sale, return unsold handcrafts to us and only pay for products you sold.

*Orders over \$300 (with at least 50% handcrafts), will receive **10% off the retail price, free shipping** to one location, and **free return shipping!**

Frequently Asked Questions

How can I fundraise with a Consignment Sale?

You'll pay just 90% of Serrv's product's selling price, leaving you 10% of your sales to fund a community or church project, or to donate back to Catholic Relief Services to support our mission.

How do I get started?

Just fill out the enclosed Sales Agreement and return it to Serrv. Serrv will email you once your Consignment account is created, enabling you to begin ordering products for your sale.

How do I order?

Submit your Sales Agreement and current Order Form via fax, email (scan documents and email to us), or mail. If you've already submitted your Sales Agreement, you can call us with your order. If you'd like to order online, be sure to fill out Section 5 of the Sales Agreement so we can set up your online account.

When should I order?

Place your order four weeks prior to your sale to ensure you receive it 1-2 weeks before your sale.

How many products should I order?

Estimate the number of adults expected to attend. Divide this number by two for the adults expected to purchase. Multiply that number by the \$ amount each adult is likely to spend.

EXAMPLE

Adults expected to attend: 200

Adults expected to purchase: $200 / 2 = 100$

Amount each is expected to spend: \$15

100 (# of purchases) \times $\$15$ (average purchase) = $\$1,500$

The total value of your order shouldn't exceed this estimate by more than 25%.

What should I do when I receive my order?

As you unpack your boxes, ensure your order is complete by checking off received items against your enclosed invoice. (If items are missing, extra or damaged, send Customer Care an Order Adjustment Form before your sale.)



CRS Consignment Sale Checklist

- Tables
- Solid-colored tablecloths
- Promotional materials
- Cash box and start-up change
- Calculator
- Pens and markers
- Post-it notes
- Tape, scissors, and notepad

Keep all boxes and packing materials. In order to return goods after your sale, they must be in their **original packaging** and unmarked. Please do not write on any tags or boxes. We have enclosed sticky notes for you to use instead.

How do I return unsold products?

To be credited for returned goods, fill out the Returns Worksheet (included with your original shipment), calculate your payment due and follow the instructions provided.

(continued on reverse)

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10 Tips for hosting a great CRS Consignment Sale

1. Recruit volunteers to help you with different elements of your sale - ordering, promotion, set up, event, returns, finances, etc.
2. Create a sales goal to motivate your team—either a dollar value or the percent of your order you'd like to sell.
3. Partner with another local church, group, or event to expand event participation and grow your network.
4. Advertise and promote your event using our free promotional materials. You can also spread the word with bulletin inserts, signs, press releases, public service announcements, emails, and social media posts. Be sure to visit ethicaltrade.crs.org/consignment for more resources.
5. Publicize the reason for your sale, and who—or what—you're raising money for.
6. Tell customers in your advertising whether you'll accept cash, checks, or credit cards. (For information on using Square to accept credit cards, visit serrv.org/consignment.)
7. Pick a high traffic location to set up your display.
8. Create an attractive display! Group products by category or by country, and use our signs. Use solid color tablecloths and boxes underneath to create height interest and show smaller products well.
9. Be sure to have extra cash on hand for change, and use the sticky notes to label boxes under the tables so they can be found quickly.
10. Play upbeat background music during the event. Global music is a fun option!