

Helpful Guidelines for Donating Items to the Nearly New Shop

Thank you for donating to the Nearly New Shop! The good, clean flow of merchandise keeps our customers happy and the cash flow allows P.E.O. to support women's education by Providing Educational Opportunities.

Due to COVID, donations are by appointment through our website on the donation page of www.nearlynewsunnyvale.org. Please be on time to your appointment. The appointments are to ensure space, time and safety during COVID.

Please keep these guidelines in mind when preparing to donate.

- 1) Please group like items together; home goods, toys, clothing, etc.
- 2) Merchandise should be clean and workable condition.
- 3) Indicate whether or not mechanical items are still functioning properly. Please indicate the purpose of an unusual item to remove the mystery.
- 4) If possible, enclose directions that may have accompanied the items originally.
- 5) If possible, clean glassware and dishes and polished silver and brass.
- 6) Clothing should be folded nicely into boxes or paper bags. No hangers or plastic bags please. Do identify torn or damaged items. Some items will be repaired before sold.
- 7) If the size of a garment had been removed and please indicate size and brand if possible.
- 8) Keep original price tags if possible.

All marking and cleaning departments at the Nearly New Shop can use extra help. You may think you do not have the knowledge but learning is easy after one or two visits. We have positions on the sales floor, behind the scene or **even from home** open for volunteers! We ask for a minimum of once a month commitment.

Thank you for "listening" and "caring" and keep the good merchandise coming!

LiPEO,

**The Nearly New Board Committee
The Nearly New Shop**

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