



HOW TO WRITE A GIFT CERTIFICATE

FOR THE ST. VINCENT DE PAUL STORE

A Vincentian Guide to using the SVDP Store to help people in need

The St. Vincent de Paul store operation in Milwaukee is a major resource to Vincentians in providing clothing and furniture to people in need. The store employs people from our community who work hard to process and recycle used items in order to provide reasonably priced, quality merchandise to budget conscious shoppers. Conferences are encouraged to use the St. Vincent de Paul Store and are asked to adhere to policies and procedures governing their gift certificates.

CONFERENCE GIFT CERTIFICATE POLICIES & PROCEDURES

1. Write the conference name/address on top of the certificate along with the date it is issued.
2. Make sure the store address is written on the certificate.
Lincoln Ave. Store – 2320 W. Lincoln Ave - Phone (414) 672-2040.
Greenfield Store- 4476 S. 108 St- Phone (414) 377-9077
3. **PRINT** the family's last name, first names, and address clearly.
4. **For BEDS: See →SPECIAL NOTE ON BEDS** (below).
5. **For ALL OTHER FURNITURE:** Write out quantity/ description of furniture to be given.
Specify the maximum value of EACH ITEM.
Example: ONE SOFA – MAX VALUE \$150.00 – one-hundred-fifty.
(See furniture Price List for maximum value guidelines.)
6. **For CLOTHING:** Write the type of items and the maximum value of the gift certificate.
Examples: CLOTHING NOT TO EXCEED TWENTY-FIVE DOLLARS AND BEDDING NOT TO EXCEED THIRTY-FIVE DOLLARS. (See Clothing/Bedding Price List for maximum value guidelines.)
7. **DO NOT SKIP LINES.** Cross out the unused portion of the certificate.
8. Sign the certificate; a minimum of first name and last initial.
(Since the Rule requires visitation in pairs and disallows single visitation, both visitors should sign the certificate.)
9. Only original gift certificate forms will be accepted. Copies will be refused.
10. Explain the *Recipient Regulations* to the person visited.
11. **Conferences are billed monthly for 50% of the retail price of all new and used goods excluding new box springs, mattresses, and frames which are billed at cost.**

RECIPIENT REGULATIONS

1. Certificate expires **60 days** from date of issue.
2. Certificates are filled **based upon availability**. A **rain check** will be issued for those items not available at the time the certificate is filled, which will expire 60 days from the date of issue.
No substitutions are allowed.
3. Please call the store to check on the availability of items before going to pick them up.
Lincoln Avenue Store – (414) 672-2040
Greenfield Store- (414) 377-9077
4. **No refunds**, cash or otherwise, will be given for any remaining balances.
5. Gift certificates can be filled Monday - Saturday during the following hours:
Lincoln Store- 10am – 5pm or Greenfield Store- 9am - 8pm, Sunday 12pm – 4pm
6. As recipient of the merchandise, you are responsible for its transportation from the St. Vincent de Paul Thrift Store. Merchandise must be taken the same day the purchase is made. **Come prepared to take the items with you.**
7. SVDP assumes no liability for persons or companies with whom the recipient contracts for transportation of the items.
8. **Come with identification; it is required to redeem merchandise.**

Special Note

It is the conferences responsibility to write out clearly the numbers for each item on the certificate - ie. one double bed complete, not 1 double bed complete; thirty dollars in clothing - not 30 dollars in clothing . The store will not be responsible for forged certificates under the circumstances when numbers are not written out in their entirety. Conferences will be charged for any additional items if the voucher is not written correctly.

BEDDING/WINDOW COVERINGS

Bed Spreads	6.00 - 25.00
Blankets	4.00 - 10.00
Drapes	4.00 - 10.00
Mattress pads	3.00 - 5.00

Conferences
are billed 50%
of these
values

SAMPLE FURNITURE

Bookcase	25.00
Coffee table	50.00
Couch	150.00
Desk	25.00
Dining room chair	35.00
Dining room table	175.00
Dresser	75.00
End table	25.00
Fan – Floor	20.00
Fan – table	11.00
Floor lamp	20.00
Heater	18.00
Hide-a-bed	175.00
Kitchen chair	17.00
Kitchen table	85.00
Night stand	25.00
Recliner	75.00
Rocking chair	50.00
Room size rug (9x12)	35.00
Sofa	150.00
Table lamp	11.00
TV	25.00
TV stands	25.00
Upholstered chair	25.00
Vacuum cleaner	25.00

**Conferences
are billed at
50% of the
value of
used items.**

GIFT CERTIFICATE

SAMPLE
SOCIETY OF ST. VINCENT DE PAUL
Conference Gift Certificate

Conference Name St. Edward

Conference Address 4506 S. Green St

Redeemable at <u>St. Vincent de Paul Store 2320 W. Lincoln Avenue Milwaukee 53215</u>	Date Issued <u>3/24/2014</u>
---	---------------------------------

Furnish to Ms. Susan Smith

Address 1711 W. Vine St.

Write out quantity	Article <small>(include maximum dollar amount)</small>
One	<u>Double bed complete (foam or Inner Spring)</u>
two	<u>twin beds complete (foam)</u>
three	<u>Dressers \$75.00 each (Seventy five each)</u>
	<u>Misc. housewares</u>
	<u>not to exceed \$40.00 (forty)</u>

Visitors Abby B.
Charlie C.

IMPORTANT: READ INFORMATION ON BACK

NEW ITEMS

CONFERENCE PRICE

NEW CORSICANA BED PRICES	
SINGLE/DOUBLE BEDFRAMES	\$ 21
DOUBLE BED COMPLETE (INNER SPRING)	\$124
DOUBLE BED COMPLETE (FOAM)	\$106
DOUBLE BOX SPRING ONLY	\$ 40
DOUBLE MATTRESS ONLY (FOAM)	\$ 45
DOUBLE MATTRESS ONLY (INNER SPRING)	\$ 63
SINGLE BED COMPLETE (INNER SPRING)	\$108
SINGLE BED COMPLETE (FOAM)	\$ 94
SINGLE BOX SPRING ONLY	\$ 35
SINGLE MATTRESS ONLY (FOAM)	\$ 38
SINGLE MATTRESS (INNER SPRING)	\$ 52

**Conferences are
billed at these prices
without further
discount.**

(NOTE) - The following are interchangeable
Single = Twin
Double = Full

TAKE NOTE

- The furniture prices are for average quality merchandise. Some items donated to the Society are of superior quality and may exceed the above prices substantially. If store personnel have any question regarding the merchandise selected by a recipient, they will try to reach the Vincentians who signed the gift certificate.
- Make sure that at least the first name and last initial of the two visitors are on the certificate.
- If the conference does not indicate a maximum value, the store will assume the average values (as listed above) as what the conference will allow.
- Conferences are billed for 50% of the value of furniture or household items selected by the individuals or families they help.

→SPECIAL NOTE ON BEDS

- **IT IS IMPORTANT THAT YOU WRITE ON THE GIFT CERTIFICATE THE TYPE OF BED THAT YOU WANT.** In order to get an inner spring bed, it is required that INNER SPRING be written on the gift certificate voucher. If an order doesn't have INNER SPRING on it, store staff will fill the order with a foam bed. Please let all your conference members know this.
- **IT IS NOT NECESSARY TO WRITE THE COST ON THE GIFT CERTIFICATE FOR BEDS.** Of course, the customer may upgrade at their own expense, the same as with all other voucher purchases.
- **IT IS ALSO IMPORTANT THAT CONFERENCES CALL OR HAVE THE INDIVIDUALS THEY HELP CALL THE STORE AT Lincoln (414) 672-2040 or Greenfield (414)377-9077 TO CHECK THE AVAILABILITY OF MERCHANDISE BEFORE GOING TO THE STORE TO PICK UP THE ITEMS.**

NOTE ON USED APPLIANCES

The St. Vincent de Paul store no longer carries major appliances. As a convenience, the following Milwaukee appliance stores have all been utilized by Vincentians over the years. Please call them directly to verify availability and prices of appliances for your families. It is important to note each conference needs to call these used appliance stores in order to make billing arrangements and establish an account before issuing gift certificates.

As New Appliances
5825 W. National Ave.
(414) 476-6922

Jim's Refrigeration
5701 W. North Ave.
(414) 444-0800

Reed's Furniture & Appliances
4909 W. Center St
(414) 449-1955

Washing Machine Man
6555 N. Teutonia Ave.
(414) 247-1731

Nu2U Appliances
1957 W. Hampton Ave
(414) 873-6828

RAIN CHECKS

If a certificate holder comes to the store to redeem the certificate and there is nothing suitable for them (as defined on the certificate), they are issued a "rain check" which extends the certificate for another 60 days. Similarly, if multiple things are listed on a certificate and only some things are available, a rain check will be issued for the remaining items, again for 60 days from issue.

Revised 6-2016