



# HOW TO WRITE A GIFT CERTIFICATE

## FOR THE ST. VINCENT DE PAUL MILWAUKEE STORES

Rev. 05-2019

### *A Vincentian Guide to using the SVDP Stores to help people in need*

The St. Vincent de Paul stores in Milwaukee are a major resource to Vincentians in providing clothing and furniture to people in need. The stores employ 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 Stores 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/BEDDING:** 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 Bedding/Window Coverings 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

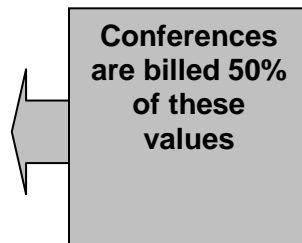
1. Certificate expires **60 days** from date of issue.
2. Certificates are filled **based upon availability**. A **rain check** will be issued for those items not available at the time the certificate is filled, which will expire 60 days from the date of issue. Only one rain check is issued per customer.  
**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 – 6pm 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.**
9. Store personnel will assist in loading merchandise into customer's cars. However, we are unable to assist in loading on top of vehicles or any other circumstance which could cause physical injury or property damage.

### Special Note

It is the conference's responsibility to write out clearly the numbers for each item on the certificate - i.e. 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 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 - 25
Blankets	\$ 4 - 10
Drapes	\$ 4 - 10
Mattress pads	\$ 3 - 5



## SAMPLE FURNITURE PRICE LIST

### GIFT CERTIFICATE

Bookcase	\$ 25
Coffee table	\$ 50
Desk	\$ 25
Dining room chair	\$ 10 - 15
Dining room table	\$ 96 - 176
Dresser	\$ 75
End table	\$ 25
Fan - Floor	\$ 20
Fan - table	\$ 11
Floor lamp	\$ 20
Heater	\$ 18
Kitchen chair	\$ 10 - 15
Kitchen table	\$ 85
Night stand	\$ 25
Recliner	\$ 75
Rocking chair	\$ 25 - 50
Room size rug (9x12)	\$ 35
Sofa	\$ 76 - 150
Table lamp	\$ 11
TV stands	\$ 25
Upholstered chair	\$ 25
Vacuum cleaner	\$ 25
Walkers w/wheels	\$ 17

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

SAMPLE  
**SOCIETY OF ST. VINCENT DE PAUL**  
Conference Gift Certificate

Conference Name St. Edward

Conference Address 4506 S. Green St.

Redeemable <u>St. Vincent de Paul Store</u> at <u>2320 W. Lincoln Avenue</u> <u>Milwaukee 53215</u>	Date Issued <u>11/7/17</u>
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Furnish to Ms. Susan Smith

Address 1711 W. Vine St.

Write out quantity	Article <small>(include maximum dollar amount)</small>
Two	twin beds complete
three	dressers \$75.00 each (Seventy five each)
	Misc. housewares not to exceed \$40.00 (forty)
<del> </del>	
<del> </del>	
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Visitors Abby B.  
Charlie C.

IMPORTANT: READ INFORMATION ON BACK

#### NEW ITEMS

#### CONFERENCE PRICE

##### BED PRICES

Frames (twin/full)	\$ 16
Twin box spring	\$ 41
Twin Mattress	\$ 50
Twin bed complete	\$108
Full box spring	\$ 48
Full mattress	\$ 70
Full bed complete	\$134

#### 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.
- 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.

## **→SPECIAL NOTE ON BEDS**

- **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 stores no longer carry major appliances. As a convenience, the following Milwaukee appliance stores have all been utilized by Vincencians 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. Only one rain check per gift certificate