



SECONDHAND OR THRIFT STORE QUESTIONNAIRE

Name of organization: _____

Website address: _____

Required: Attach pictures of interior of store and exterior of store, including pictures of parking lot, sidewalks and dumpster area.

1. Merchandise is distributed by (indicate all applicable):
 Sales
 Donations. Provide value of goods distributed, by location, on your GL Acord application.
2. Staff consists of: Employees (full or part-time) Volunteers Clients
3. What type of alarm system is at each location? _____
4. How often are bank deposits made, on average? _____
5. Time for bank deposit drops are: Varied Scheduled
6. Do you publish and enforce housekeeping guidelines? YES NO
If yes, attach copy of housekeeping rules.
7. Do you enforce "no smoking" rules inside of store? YES NO
8. Do you utilize video surveillance cameras? YES NO
If yes, cameras are located: Inside building Outside building
9. How far are dumpsters from building? _____
10. Are dumpsters locked, when not in use? YES NO
11. Do you provide parking lot for customer parking? YES NO
12. Do you provide shopping carts for customer use? YES NO
If yes, do you have shopping cart "corral(s)" in parking lot? YES NO
13. Do you provide any warranties of quality or safety on any merchandise? YES NO
14. Do you refurbish, repair, repackage, re-label, remove labels or in any other way modify items prior to sale, other than cosmetic changes only? YES NO
15. Are all sales indicated to be "as is"? YES NO
If yes, this is indicated by: Signs Receipts Other: _____
16. Do you accept donations of motorized vehicles (cars, boats, motor homes, etc.)? YES NO
If yes, how are vehicles used?
 used in daily operations of store sold directly to the public as a fundraiser
 vehicle is titled to broker, when sold, profits are returned to the store
17. Stores accepts donations of the following items (indicate all applicable)
 Antiques Chemicals Food Furs Small appliances
 Clothing Electronics Fine Jewelry Large appliances Toxic materials
18. Does value of any item for sale exceed \$500? YES NO
If yes, what type of items are sold with values exceeding \$500. _____
19. Do you want property coverage for stock or merchandise held for sale? YES NO
If yes, attach market value for inventory per location and complete a-d.
a. How often are inventory records updated? _____
b. Is any stock stored outside of building after business hours? YES NO
c. Do you have donation boxes or donation trailers, away from your owned or leased premises? YES NO
d. Do the inventory values submitted include goods in donation box or trailers? YES NO
20. Do you provide pickup of donated merchandise? YES NO
If yes, pickup and delivery is made using: company owned vehicles privately owned vehicles
21. Is auto coverage desired for owned and/or non-owned vehicles? YES NO
If yes, complete the Auto Questionnaire and provide Acord Auto applications.

Completed by: _____ Date completed: _____