

CITY OPERA Thrift SHOP

Thank you for considering donating your gently used furniture, home accessories, books, artwork, clothing or jewelry to the City Opera Thrift Shop. Your donation is good for the environment, helps others and all proceeds from the shop support the design and creation of costumes for productions at New York City Opera.

How to make a donation

Drop-off your items – If you have a small donation that you can bring to the shop, we will reimburse your taxi fare with receipt (up to \$12.00). Please note drop off donations are accepted during shop hours but furniture donations must be picked up.

Schedule a fast and free pick-up – For any size donation, we will schedule our friendly and courteous truckers to come to you. We make pick-ups Tuesday – Saturday between 8am – 2pm. Call 212.684.5344 between 10am – 6pm, Monday – Friday and ask to speak with our Donation Coordinator. Please have all clothing items in large garbage bags, hard items in boxes and furniture ready to be moved.

Items we do not accept

Unfortunately, we are not able to sell certain items. Please see the list below of items we can not accept.

Furniture:

- Metal Office Furniture
- Futons
- Beds (including mattresses, box springs, head and footboards, frames)
- Plastic or Formica Items
- Exercise Equipment
- Baby furniture
- Convertible sleeper sofas

Clothing:

- Children's Items
- Undergarments
- Anything stained, ripped, or damaged

Electronics:

- Any electronic media devices (unless they are brand new, in the box and under 2 yrs old)
- Computers

House wares:

- Appliances including microwaves, toasters, blenders, etc.
- Pots and Pans
- Utensils

Books:

- Text Books
- Encyclopedias
- Magazines

Please note: Our truckers have the **final** say on what we take based on quality and condition of the items.

Instructions for completing your Donor Inventory Receipt

1. Please completely fill out the Donor Inventory Receipt below and legibly write all your information on 2 copies of the form.
2. You can also type in all your information on the form and print 2 copies (you only need to print the second page).
3. Sign both copies, our truckers or shop staff will sign both copies as well.
4. You keep one copy for your tax records, we keep the other on file.
5. We can not value your donation for you, the Fair Market Value of most donations is approximately 1/3 of the retail price you paid for an item unless it is an antique, collectible, artwork, etc.
6. Please be advised that any donation valued over \$5,000 must be appraised for you to receive your tax deduction. We can recommend appraisers but do not provide their services.

Shop Hours

Mon - Fri: 10am –7pm; Saturday: 10am – 6pm; Sunday: 12pm – 5pm

CITY OPERA *Thrift* SHOP

222 East 23 Street, New York, NY 10010 Phone: 212.684.5344 Fax: 212.684.5345 Email: thriftshop@nycopera.com
www.CityOperaThriftShop.org

DONOR INVENTORY RECEIPT
THIS IS THE ONLY RECEIPT YOU WILL RECEIVE.
PLEASE BE SURE TO RETAIN IT FOR YOUR TAX RECORDS.

Kindly complete the following information and list all donated items by category below.

Please print legibly.

Date _____

Name Mr./Mrs./Ms. (circle one) _____

Street _____

City _____ State _____ Zip _____ Phone _____

Email _____ Alt. Phone _____

Item Category <i>(Clothing, furniture, home accessories, books, CDs/Records, artwork, jewelry, misc.)</i>	Number of Pieces	Fair Market Value
DONATION TOTAL		

VALUES LISTED ABOVE HAVE BEEN ASSIGNED BY THE DONOR. CITY OPERA THRIFT SHOP TAKES NO RESPONSIBILITY IN THE EVALUATION OF THESE GOODS. DONATIONS OVER \$5,000 REQUIRE A QUALIFIED APPRAISAL IN ORDER TO CLAIM DEDUCTION. (City Opera Thrift Shop can recommend certified appraisers, please call the shop for more information.)

No goods or services have been given in return for this donation. Contributions of goods are deductible for income tax purposes to the extent allowed by law.

Donor's Signature _____ Received by _____

City Opera Thrift Shop is an essential funding initiative, providing vital support for the design and creation of costumes for New York City Opera.

Thank you very much for your continued support!

FOR OFFICE USE ONLY		
Source	Pick Up	Drop Off
Donor #		
One Copy to Shop, Second Copy to Donor		