



## EHSS P&C Uniform Shop Second Hand Uniform Consignment Form



### Your details:

Name: \_\_\_\_\_ ID# \_\_\_\_\_ (Office Use)

Email address: \_\_\_\_\_ Telephone Number/s: \_\_\_\_\_

Bank Account Name: \_\_\_\_\_ BSB No.: \_\_\_\_\_ Account No.: \_\_\_\_\_

Please note that the Uniform Shop Convenor will keep the above information securely on file in order to facilitate the payment of any money from sales and the return of any unsold items. It will not be used for any other purpose.

### Items Details

Item name and size only to be completed by parent / Office Use Only

Item name	Size	Accepted Y/N	Date Sold / Returned	Price Sold \$	Date Paid
<p><i>NB: "EHSS Uniforms" will be used for identification of deposits.</i></p>					Sub-total
					less
					25% commission
					Total Paid

- I have recorded the items that I have left at the Uniform Shop on this consignment form.
  - I have read the Second Hand Uniform Policy, & Terms and Conditions (on reverse)
- If any of the items listed above are not accepted, I would like these items to be (tick as required)
- returned to me
  - donated to the P&C to be used at their discretion

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Convenor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Details

GL Code \_\_\_\_\_ GST \_\_\_\_\_ Date Processed \_\_\_\_\_ Signatory 1 \_\_\_\_\_

Bnkg ref \_\_\_\_\_ Date Authorised \_\_\_\_\_ Signatory 2 \_\_\_\_\_



# Eatons Hill State School Parents & Citizens Association



## Second Hand Uniform Policy

We are happy to sell your second hand uniforms on your behalf however please note that all clothing submitted for sale in the Uniform Shop is subject to the following standards and considerations:

- Only the following items will currently be accepted for sale by consignment. Items not listed will not be accepted:

Formal Dress	Skort EHSS embroidered	Microfibre Jacket
Formal Blouse	Shorts EHSS embroidered	Fleecy Zip Jacket
Formal Shirt	EHSS Polo	Sports house t-shirt
- The uniform items must be the current school uniform for sale at the Uniform Shop and originally purchased from the Uniform Shop.
- The uniform items must be in excellent or good condition, washed and, if required, ironed.
- There are no or very minimal stains, discolouration or fading evident on the clothing items.
- There are no holes, tears, pulls or fraying on the clothing items.
- All buttons must be securely in place and zippers intact and in working order.
- Name tags/tapes must be removed and names written in marker pen must be blacked out.

All second hand items will be checked and if in an acceptable condition, put up for sale. The final decision on acceptance of the second hand items for sale is at the discretion of the Convenor. Any items deemed unsuitable will be returned to the owner or donated to the P&C as directed on the Second Hand Uniform Consignment form.

All care will be taken with the second hand items accepted for consignment sale however no responsibility will be accepted for loss and/or damage to items.

### Terms and Conditions of Sale for Seller

1. Second hand items will be priced by the Uniform Shop Convenor. Maximum price of ½ of current retail price of a new item. Items will be reduced in price over time if not selling.
2. Second hand items will be held for a period of six months. Any item not sold within the six-month period will be donated to the P&C.
3. Remittance of payment for items sold (less commission) will be processed on completion of all sale items. The seller's bank account details must be supplied for Electronic Funds Transfer. No cheques will be issued.
4. A Consignment form must be completed in full with all required details (name, email address, contact phone number, bank account details including BSB & account number)
5. EHSS P&C Uniform Shop will retain 25% of the sale price as commission.
6. Please notify the Uniform Shop Convenor if any of your details change.

### Terms and Conditions of Sale for Buyer

Buyers please note-

1. Items purchased second hand are at the buyers risk
2. No exchanges or refunds are available on this stock

The Second Hand Uniform Policy and Terms and Conditions may be updated as required.