

## Second-Hand Uniform Shop: Guidelines for Sellers/Donors

To ensure the best experience for our community and maintain the quality of our stock, please adhere to the following guidelines when submitting uniforms for sale.

### 1. Condition and Presentation

Items will only be accepted for sale if they are in excellent, saleable condition and meet the current school uniform standards.

Condition Requirement	Details
<b>Current Regulation</b>	Items must be part of the school's current uniform list. Discontinued or obsolete items will not be accepted
<b>Cleanliness</b>	All items must be freshly laundered, clean, and pressed/ironed.
<b>Dry Cleaning</b>	<b>Blazers, Winter Pinafores and Kilts/Winter Skirts MUST be commercially dry-cleaned.</b> The dry-cleaning docket or tag must remain attached as proof.
<b>Repairs</b>	Items must be free from any damage, including: stains, marks, fading, holes, tears, obvious mending, broken zips, or missing buttons (please check all buttons).
<b>Labeling</b>	All personal name tags, labels, or writing must be completely removed before submission.
<b>Animal Hair</b>	Due to allergies, items with any visible animal hair cannot be accepted.

### 2. Items Not Accepted

The following items are generally **not accepted** for resale, regardless of condition:

- Socks, Tights, or Stockings
- Shoes
- Hair Accessories
- Items that have been significantly altered.

### 3. Consignment and Payment Terms

Our second-hand shop operates on a consignment basis, meaning we sell the item on your behalf.

- **Selling Price:** The shop staff will determine the final sale price, which is typically around 50% of the cost of a new item.
- **Commission:** The school retains a commission of **30%** of the final sale price. The remaining **70%** will be returned to you.
- **Payment:** Proceeds will be paid via bank transfer to your nominated account or credited to your family's school fee account when your items have sold. Payments are usually processed monthly.
- **Donations:** You have the option to donate the full proceeds of the sale to the school.

### 4. Rejected and Unsold Items

- **Rejection:** The uniform shop staff reserves the right to reject any item deemed unsuitable for sale.
- **Holding Period:** Items suitable for sale will be held for a consignment period of **6 months**.
- **Unsold Items:** If an item remains unsold after the holding period, we will notify you once via email or phone. You will have **14 days** to collect the items, after which they will be considered a donation.

### 5. Purchase Policy (For Buyers)

- All sales of second-hand uniform items are final.
- The shop does not offer refunds, exchanges, or store credit on any second-hand uniform purchase.

### 6. Submission Process

- **Delivery Location:** All uniform items must be delivered to the School Office during regular office hours only.
- **Documentation:** Please ensure your consignment form is completed and attached to your items.



## Second-Hand Uniform Consignment Form

**Instructions:** Please complete this form in full and attach it securely to the bag(s) containing your uniform items. All items must comply with the Second-Hand Uniform Shop Seller Guidelines (available on the school website).

<b>Seller Name:</b>	
<b>Student's Name:</b>	
<b>Contact Email:</b>	
<b>Mobile:</b>	
<b>Date Submitted:</b>	

### Uniform Item List

Please list all items submitted for consignment. Only current uniform items in excellent, clean condition will be accepted.

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### Payment Instructions

Please select how you would like to receive the proceeds.

**Please choose ONE option:**

- ☐ **Credit to School Account:** Apply all proceeds to my student's school fee account.
- ☐ **Bank Transfer:** Deposit all proceeds into the bank account below.
  - Bank Account Name:  
  
\_\_\_\_\_
  - Bank Account Number:  
  
\_\_\_\_\_
- ☐ **Donation:** I wish to donate **all proceeds** from the sale of these items to the school.

### Acknowledgement and Agreement

By signing below, I confirm that I have read, understood, and agree to the following conditions:

1. All submitted items are current school uniform, clean, and in excellent repair.
2. Blazers, Winter Pinafores and Skirts have been commercially dry-cleaned, and tags are attached.
3. All personal name labels have been removed from the items.
4. The Uniform Shop staff will determine the final sale price and retain a commission of 30% of the sale price.
5. Items not meeting the standard, or unsold after six months, will be disposed of or donated if uncollected after notification following a 14 day period.

**Seller Signature:** \_\_\_\_\_



Please list all items submitted for consignment. Only current uniform items in excellent, clean condition will be accepted.

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