



How to Sell Second Hand Uniform Items on Consignment:

What you need to do:

- Launder & iron or dry clean** all items you wish to place on consignment.
Note: Please check for grime & stains particularly on collars & launder accordingly to remove before submitting.
- Complete this form & include with your items.
- Drop uniform items & this form to the Uniform Shop.
- Please keep your contact details up to date with the school while you have children at School or the Uniform Shop directly when your children leave St Luke's.

Parent's Name: _____

Children's Names: _____

Phone: _____ Email: _____

Signature _____ Date: _____

Consignment Items	Number of items	Consignment Items	Number of Items	Consignment Items	Number of Items
Blazers (Must be dry cleaned)		Rash Vests		Girls Blouses	
Jumpers / Vests		Pants & Shorts		Senior Skirts	
Tracksuit Tops or Pants		Basketball/Netball /Rugby Uniform		Boys Shirts (Check collars & cuffs are not dirty)	
Hats		Sport Shorts/Skirts		Bags	
Dresses & Tunics		Raincoats/Art Smocks			
		Sports Polos			

What will happen next:

- Your items will be accessed for saleability, received & tagged.
- Any poorly presented items will be either considered donations or laundered, ironed or dry cleaned & a charge will be deducted from your payment.
- Items are sold for a fixed price that is approximately half the new price.
- Once an item is sold you will receive 80% of the selling price as a credit note. This is available immediately for use for any purchases or as refund to your Visa or Mastercard.
- You are most welcome to contact the Uniform Shop at any time to enquire how much credit you have & may at any time request a refund to your Visa or Mastercard over the phone or via email.
- You will be contacted annually with an update email to advise how much credit you have.

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