



## How to Sell Second Hand Uniform Items on Consignment:

**All items must be presented in a saleable condition. Therefore, before submitting items, please:**

- **Dry Clean** - all blazers
- **Wash Every Item** - check collars cuffs & underarms are stain & grime free **before** submitting
- **Iron** - every item
- **Hang Every Item** - on a separate wire clothes hanger (Coat Hangers are available in the Uniform Shop downstairs if needed)
- **Replace Missing Buttons.**
- **Complete** this form

**Once the above steps are completed** - bring uniform items & this form to the **Dee Why Uniform Shop.**

Parent's Name: \_\_\_\_\_

Children's Names: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

(Office Use Cust. # \_\_\_\_\_)

Consignment Items	Number of items	Consignment Items	Number of Items	Consignment Items	Number of Items
<b>Blazers</b> <i>(must be dry cleaned)</i>		Rash Vests / Swimmers		Girls Blouses	
Basketball / Netball / Rugby		Pants / Shorts (Grey)		Senior Skirts	
Tracksuit Tops / Pants		Jumpers / Vests		Boys Shirts	
Hats		Sport Shorts/Skirts		Bags	
Dresses / Tunics		Raincoats/Art Smocks		Sports Polo	
Other <i>(No socks please)</i> .....		Other .....		TOTAL # OF ITEMS	

**What will happen next:**

1. Your items will be accessed for saleability by the Uniform Shop Manager, received & tagged if in saleable condition.
2. Items that are **below standard will be either considered donations or disposed of or your payment will be reduced.**
3. Items are sold at a fixed price, which is approximately half the cost of a new item. A 20% commission is also deducted from your payment.
4. Once an item has sold a credit note will be generated on your Uniform Shop account.
5. Your credit note may be used for any purchase/s or for a refund on your Visa or MasterCard.
6. Please contact the Uniform Shop via in person or email or the phone if you wish to receive your refund, we suggest at 6 monthly intervals.

**Hours: Monday Tuesday Thursday 8.00 - 12.00 & 1.00 - 4.00**  
 (During the school term only)  
**Address: First Floor Unit 1, 224 Headland Rd Dee Why 2099**  
**Email: uniformshop@stlukes.nsw.edu.au**  
**Phone: 9438 6205**