



How to Sell Second Hand Uniform Items on Consignment:

Please note: Items that are stained, dirty, damp or wet, do not appear to be freshly ironed, are damaged, in need of any repairs, heavily worn, have any missing buttons or Blazers that do not appear dry cleaned, **cannot be accepted.**

Please do the following *AT HOME*, prior to submitting your items:

All items must be presented in saleable condition, please:

- **Dry Clean** all Blazers
- **Wash every item so it is clean.** (Collars, cuffs & underarms must be stain & grime free)
- **Check - there are no missing buttons.** (Buttons can be purchased from the Uniform Shop / FlexiSchools).
- **Iron every item** (Items must also look freshly ironed)
- **Hang every item** (On a separate wire clothes hanger at home)
- **Complete** this form.

Consignment Items	Number of items	Consignment Items	Number of Items	Consignment Items	Number of Items
Blazers (Dry cleaned)		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 (No socks thank you)		Other (No socks thank you)		TOTAL NUMBER OF ITEMS	

Once all the above steps are completed, bring your uniform items & your form to the **Dee Why Uniform Shop**.

What will happen next:

Your items will be accessed for saleability by the shop manager, received & tagged if in saleable condition:

- Items that are stained, dirty, damp or wet, do not appear to be freshly ironed, are damaged, in need of any repairs, heavily worn, have any missing buttons or blazers that do not appear dry cleaned **will not be accepted.**
- Items not accepted for placement on consignment will be either considered donations or disposed of.

Process for payments to parents:

- Once an item has sold a credit note will be generated on your Uniform Shop account.
- Your credit note may be used for any purchases or for a refund on your Visa or MasterCard.
- Once your children have left St Luke's, please contact the Uniform Shop in person, via email, or by phone every 6 months to check your credit balance and to receive a refund to your credit card.
- Any credit not redeemed five years after the last child has finished at St Luke's will be considered a donation to the School.
- Items are sold at a fixed price, which is approximately half the cost of a new item & 40% commission is deducted from your payment.

Parent's Name: _____ Date: _____ 2022

Children's Names: _____

Your cooperation in presenting your items as requested is most appreciated and will assist greatly in their sale.

HOURS: Monday Tuesday Thursday 8.00 - 12.00 & 1.00 - 4.00 (During School term time only)

ADDRESS: First Floor Unit 1, 224 Headland Rd Dee Why | **EMAIL:** uniformshop@stlukes.nsw.edu.au **PHONE:** 9438 6205 (July 22)