



## Second Hand Clothing

### ***POLICY DOCUMENT***

The Clayfield College Shop is pleased to provide a second hand clothing service to our school community. We will accept your garments 'on consignment' for a period of **six months**. You will receive 70% of the sale price if your garment sells.

If you wish to utilise our second hand clothing service, please read the following information:

***The P&F, in collaboration with the College, requires a standard in the quality of second hand items for sale. Therefore, the College Shop reserves the right to assess each garment and all decisions made regarding uniform submission are final. For example, if a garment has ink and/or paint marks, perspiration stains, holes, fading, broken zips, pilling, torn seams or stitching, we will not accept this garment for sale.***

1. The College Shop will accept only clothing that is of **current style and brands** that are sold by the Shop, ***which are in a new or near new condition.***
2. **ONLY the Items listed below are accepted for second hand sale:**
  - Summer Dress – *UMS brand only*
  - College Blazer – *Noone brand only*
  - Winter Tunic – *UMS brand only*
  - Crested Jumper
  - Crested Vest
  - Summer, Winter and Boater hats
  - Performance Uniform
  - Representative Netball Dress
  - Representative Singlet
  - Representative Shirt
  - House Shirt
  - Pre/Prep Polo
  - Sports Shorts
  - Tracksuit Jacket
  - Tracksuit Pants
  - Boys formal shirt
  - Boys formal grey shorts

***We will not accept bags unless they are in exceptional near new condition.***

3. All garment/s lodged must be **washed, pressed and presented on wire hangers.**
4. **Blazers** are to be **dry cleaned** with the dry cleaning tag still attached.
5. The College Shop processes payments quarterly. Payment will be in the form of **direct credit into a nominated bank account only.** ***Garments not sold within the six month period will be removed from sale and disposed of or considered a donation.***
6. If your child is no longer at the College, it is your responsibility to notify the College Shop of any change to your contact details.
7. **The above guidelines are produced to ensure the highest possible standard of uniform is available to our students whilst maintaining college standards.**
8. All queries should be directed to the College Shop Manager on (07) 3262 0251.

***I have read the above for the sale of second hand garments and agree that garments deemed not suitable, or that do not sell within a six month period, will be disposed of or considered a donation.***

Signature: ..... Date: .....  
***(To be signed by the seller of the second hand garments)***



# Second Hand Clothing

SELLER'S SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Bank Account Details:

Account Name: \_\_\_\_\_

Bank / Credit Union: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

DESCRIPTION Each garment to be listed individually	SIZE	School Use Only			
		Accepted + Receipt No	N/A/Donated/ Withdrawn	Amount Owed	Date Paid

***N.B. I have read the policy document (OVER PAGE) for the sale of second hand garments and agree that garments deemed not suitable, or that do not sell within a SIX MONTH period, will be disposed of or donated.***

Signature: .....  
*(To be signed by the seller of the second hand garments)*

Date: .....

<b><u>OFFICE USE ONLY</u></b>	
Entered in Retail .....	Date:.....
Entered in Premier .....	Date .....
Premier Destination changed:.....	
File: .....	