



West Moreton  
Anglican College  
Ipswich Queensland

## Second Hand Items Request Form

Please note that items cannot be left at the Uniform Shop if this form is not completed, signed and attached to the "Second Hand Items List Form".

(Please circle)

☐ Yes / ☐ No I have read and accept the "Conditions for Acceptance of Second Hand Items for Resale Form".

☐ Yes / ☐ No I will accept the Uniform Shop purchase price for my items and do not require notification prior to purchase.

☐ Yes / ☐ No I accept that any rejected items will be disposed of by the Uniform Shop without further consultation.

If you answered ☐ No to any of the above questions, please note the following:

- Within 5 working days, you MUST email your request for purchase price notification and/or rejected items notification to [uniform@wmac.com.au](mailto:uniform@wmac.com.au) so that the information can be provided to your return email address. Your items will be processed in line with normal procedures if your request is not received within the 5 days.
- If, after notification, you do not wish for the Uniform Shop to process your items, the items MUST be collected FROM the Uniform Shop within 2 weeks of notification; otherwise the items will be processed or disposed of in line with normal procedures.
- Any correspondence in relation to this request must be made via email. No verbal correspondence will be accepted.
- If any of the above points apply, the processing of your second hand items may take longer than usual.

☐ Yes / ☐ No I have recorded the items that I have left at the Uniform Shop on the Second Hand Items List Form

OR ☐ Yes I authorise the Uniform Shop staff to list my items on the Second Hand Items List Form and acknowledge as per Paragraph 10 in the Conditions For Acceptance, the College accepts no responsibility for the accuracy of the list of items.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Family: \_\_\_\_\_ Parent Code: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address (if notification required): \_\_\_\_\_

## SECOND HAND ITEMS LIST FORM

I have completed a signed "Second Hand Items Request" Form for the following items.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Family: \_\_\_\_\_ Family Code: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

Second Hand Item Description (Please include size)	Office Use Only			
	Accepted	Purchase Price	Selling Price	Comments
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			
	Yes/No			

### Office Use Only:

Signed "Second Hand Items Request" Form attached: Yes / No

Date Email Sent: \_\_\_\_\_ Processed By: \_\_\_\_\_

Date: \_\_\_\_\_ GRN: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Comments: