



SECOND HAND CONSIGNMENT FORM

Uniform Shop

TERM Trading Hours: Tuesday & Thursday 8:00am-9:15am
 Subject to change without notice.
 Closed: public holidays & pupil free days.
 Phone: (07) 3906 6474 Email: uniform@wondall.com.au

I wish to donate

All donations are gratefully accepted.
 Please deliver to the Uniform Shop. Thank-you.

I wish to sell on consignment basis

1. Items must meet the current school uniform policy.
2. Clothing must be freshly laundered and bags thoroughly cleaned. Ensure all items are free from stains and are in good condition (no holes or tears, material not worn thin, all buttons, working zip etc).
3. Socks & Hair Accessories will not be accepted.
4. All name labels are to be removed and written names marked out.
5. Place items in a secured plastic bag/s. Clearly label each bag with your name.
6. Complete your details to the right*. CLEARLY list ALL items INDIVIDUALLY on the rear of this form.
7. Drop form/items to the Uniform Shop between 8.00am - 10.00am Tuesday & Thursday (during Term).
8. Your items will be assessed for saleability, received and tagged. We reserve the right to refuse any item that does not comply with the above.
9. Any poorly presented items will either be considered donations or washed/ironed and a charge will be deducted from your payment or returned to you.
10. All consignment items are sold for a price determined by their condition. This price is determined by the Uniform Shop Convenor at the time of consignment.
11. Some items may sell quickly, others may take longer. Please be patient and don't expect immediate sales.
12. You agree to leave items with us for a period of 12 months. It is your responsibility to request return of your unsold items from the Uniform Shop Convenor before this period expires. All unsold items after 12 months automatically become donations or will be disposed of.
13. When an item sells, 30% of the proceeds are retained by the Wondall P & C and 70% will be yours.
14. Funds will be transferred via Direct Deposit to the provided bank account. Payments will be made quarterly for any sales made from the previous term.
15. All care will be taken with second-hand items accepted for consignment however no responsibility for loss or damage will be accepted.
16. The above conditions are not negotiable and must be agreed upon before items will be accepted for sale.
17. This service is organised and managed by the Wondall Heights State School P&C Association (not WHSS Admin). For any queries please make contact directly by either phone or email (above).

I agree to the above conditions for selling second-hand items on consignment basis.
 I have read and understood the Uniform Shop Consignment Policy.

Name: _____ Signed: _____ Date: _____

Parent/Guardian Details

Parent/Guardian Name:

Phone Number:

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Email:

Student's Name:

Student's Class:

*It is your responsibility to notify us in writing of any changes in contact and/or bank details.

ACCOUNT DETAILS FOR TRANSFER

Bank BSB#:							
Account Name:	_____						
Bank Account #:							

OFFICE USE ONLY

Date Rec'd:

CON #:

CUSTOMER to complete.

All items to be listed INDIVIDUALLY. Please print CLEARLY.

OFFICE USE ONLY									
Item #	Uniform Item	Size	Accepted ✓/x	NOTES	CON CODE	Date Sold or Date Returned	Sale Price	Amt Paid to Customer (70% of SP)	Date Paid to Customer
1.					___001				
2.					___002				
3.					___003				
4.					___004				
5.					___005				
6.					___006				
7.					___007				
8.					___008				
9.					___009				
10.					___010				
11.					___011				
12.					___012				
13.					___013				
14.					___014				
15.					___015				
16.					___016				
17.					___017				
18.					___018				
19.					___019				
20.					___020				

	TOTAL NUMBER OF ITEMS**	**If you have more than 20 items please ask for another form.	\$	\$
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OFFICE USE ONLY
Date Rec'd:
CON #: