

## **PARENTS & FRIENDS SECONDHAND UNIFORM SALE**

**SATURDAY 9<sup>th</sup> DECEMBER 2017**

**9.00AM – 12 NOON IN THE AUDITORIUM**

### **2<sup>ND</sup> HAND UNIFORM SALE INSTRUCTIONS**

1. All uniform items must be submitted with a separate selling strip securely safety pinned top and bottom to the **outside** of each garment. The student name and garment description on each sales slip attached to each garment must match the student name and garment description on the master sheet. Only **current** uniform items that are in an excellent and clean condition will be accepted for sale. WSC Blazers **must** be dry cleaned with dry cleaning ticket attached. **Uniform items that are torn stained or in inferior condition will NOT be accepted for sale.** It is also recommended that you mark on the sales slip whether the garment has been altered in any way, e.g. dress has been run in, trousers have been shortened etc. All relevant items must have the WSC logo.
2. On the uniform master sheet, write the **name and address** of the person who will be receiving payment for the uniform items sold. (Note: this person **must** have a bank account in their name in which to bank the cheque. Any replacement cheques may be charged a \$15.00 cancellation/redraw fee). One master sheet should be submitted per family for all uniform items. Please also ensure the student's **name, student's class, telephone number, the number of items you are selling** and your **asking price** are completed and match the individual selling strips **exactly**. Please keep a photocopy of the master sheet for your records.
3. For inclusion in the sale on the 9/12/17, uniform items must be submitted to the second-hand book and uniform shop by not later than Thursday 30<sup>th</sup> November 2017 (the shop will not be open on Thursday 7<sup>th</sup> December). Any uniform items submitted after this date will only be included in the 9/12/17 sale if processing time allows. **No uniform brought in for sale on the book/uniform sale day will be accepted.**
4. Master sheets and sales strips can be downloaded from the school Extranet. Uniform items should only be listed on a Uniform Master Sheet. Please do not combine uniform and books on the same master sheet.
5. It is recommended that the uniform selling price should not exceed more than **one third** of the recommended retail price of the garment new, dependent on wear/tear etc. Pricing is at your discretion but generally cheaper priced garments will sell before those marked at a higher price.
6. All payments will be made by cheque and will be posted out to the name and address stated on the master sheet **in January 2018**. Subsequent cheque runs will be made at the end of each school term for any additional uniform items sold until the items are removed from sale or sold in full.
7. A 15% commission from total uniform sales will go to Parents & Friends fundraising which will be attributed to purchasing resources and equipment to benefit the school community. There will be no additional administration or postage charges but a \$1.00 cheque fee will be payable for every cheque drawn.
8. Following sale day, unsold uniform items will be relocated to the Parents and Friends Second-hand Book and Uniform Shop and be offered for sale on an ongoing basis until withdrawn by you. The second-hand book and uniform shop is open every Thursday during school term between the hours of 3.00 and 4.00 pm and extra uniform items can be submitted at any time. Following the sale, if you would prefer to pick up any unsold uniform, items can be collected from the second hand book and uniform shop as per the following collection times:
  - a) between the hours of 8.30 am to 9.00 am or 3.00 to 4.00 pm on Tuesday 12/12/17
  - b) between the hours of 8.30 am to 9.00 am or 3.00 to 4.00 pm on Wednesday 13/12/17

### **BUYING UNIFORM**

1. **CASH ONLY**. Payment by Eftpos, credit card or cheque will not be accepted. Please endeavour to have the correct money.
2. There is strictly **no exchange or refund** on uniform items. Please check sizing requirements to make sure you purchase the correct item. There will be no fitting rooms available on book/uniform sale day.
3. Please do not buy uniform outside the auditorium on book sale day as these items **will not be allowed** into the Auditorium and you may run the risk of being charged the purchase price of a similar type item.