



**EARNSHAW STATE COLLEGE P&C  
 ASSOCIATION  
 Second Hand Uniform  
 Lodgement Form**

**Please refer to the ESC P&C Second Hand Uniform Policy prior to completing this form**

**PAYMENTS TO SELLERS WILL BE COMPLETED BY THE P&C AFTER EACH SCHOOL TERM**

<b>Sellers Full Name</b>		<b>Lodgement Date</b>		<b>Child at school?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes indicate child's name _____
<b>Bank Account Name</b>		<b>Bank BSB</b>		<b>Account Number</b>	
<b>Email</b>				<b>Mobile</b>	

- I acknowledge that end of school term payments will be made ASAP by ESCPC Treasurer
- I acknowledge that I have read and understood the Second Hand Uniform Policy

- Expiry Date:** Please Select one of the following options should your items not sell in 12 months.
- Contact seller and ask seller to collect unsold items or
  - Reduce prices of items (bookshop convenor to reduce to suitable price on seller's behalf) or
  - Dispose of items (either by donating to the local clothing shop)

**Sellers Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Book Shop Convenor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

COMPLETED BY SELLER			COMPLETED BY ESCPC BOOKSHOP CONVENOR				
Description of Items for sale (use one line per item)	Size	Sell Price	Less 20% to P&C	Seller Ballance	Date Sold	Receipt # Card/Cash	Seller Paid Date



The P&C will sell authentic (originally bought from School Uniform supplier with ESC logo) second hand items through the Book Shop on behalf of current and former parents of the college in accordance with the following conditions:-

- a) Garment is a current regulation school uniform.
- b) Garment is laundered and clean.
- c) No stains, discolouration or yellowing evident on garment.
- d) All buttons, clasps, zips are on garment and in working order.
- e) No holes or fraying on garment. All hems are intact.
- f) Swimwear cannot be accepted for resale due to Health Regulations.
- h) The final decision on acceptance will be made by the Second Hand Clothing Convenor.

**Earnshaw State College requires a standard in the quality of second hand uniforms for sale. Therefore, the P&C reserves the right to assess each garment and all decisions made regarding uniform submission are final.**

#### **TERMS AND CONDITIONS FOR SELLER**

1. The seller must complete a Second Hand Uniform Lodgement Form.
2. The seller should set a realistic selling price, however, if seller is unsure, the Convenor can assist and recommend suitable price. The price will reflect the condition of the item and will usually range between 25% to 50% of the new garment price.
3. The P&C will retain 20% of the sale price as commission.
4. Garments will be held for a period of **twelve months**.
5. On expiry of the holding period, except where Reduce Price has been selected, any garment which has not been sold will either be returned to the seller or disposed of (in accordance with seller's decision recorded on Lodgement Form). It is the seller's responsibility to organize collection of any unsold garments. Any garment which is not collected within one month of expiry will be subject to disposal at the discretion of the Convenor.
6. Remittance of payment for garments sold (less commission) will be processed at the end of each term. The seller's account details must be supplied for transfer by Electronic Funds Transfer by the ESCPC Treasurer ASAP.
7. It is the seller's responsibility to notify the Convenor of any change to account details.
8. Whilst every care will be taken, no responsibility will be accepted for any missing or damaged items while in P&C care.

#### **TERMS AND CONDITIONS FOR BUYER**

1. Second Hand uniforms are purchased at the buyer's risk. Please ensure you inspect item/s prior to purchase.