

## Sale of Second-Hand Uniforms – Procedures

- All second-hand uniform items submitted to the Uniform Shop for sale must be accompanied by completed and signed 'Sale Of Second-Hand Uniforms Application', available from the Uniform Shop or the CCGS website <https://www.ccgs.wa.edu.au/ccgs-world-page/uniform-shop>
- The Sale of Second-Hand Uniforms Application must be completed in conjunction and accordance with the Sale of Second-Hand Uniform Terms & Conditions and the Sale of Second-Hand Uniform Procedures.
- All items presented for sale must be washed, pressed & on clothes hangers, blazer must be dry-cleaned with docket receipt attached, by the owner prior to the Uniform Shop. For handy washing tips please visit the CCGS portal/Uniform Shop.
- Due to Health Regulations, no bathers, athletes' shorts or socks items will be accepted for second-hand sale.
- Following delivery to the Uniform Shop, each second-hand uniform item will be individually assessed for suitability for sale. If accepted each item will then be priced and tagged with the process recorded in a designated register.
- Items that may require washing, pressing, or darning may incur additional charges/fees.
- Second-Hand uniform items are held by the Uniform Shop on 12 month-consignment. Sales are reconciled and payments made to the owner, on completion of all stock sold. Payment is made for any sold items in accordance with the preference elected by the owner on the Sale of Second-Hand Uniforms Application.
- Any second-hand uniform items unsold at expiry of the 12-month consignment will be processed according to the preference elected by the owner on the Sale of Second-Hand Uniforms Application.

Parents/guardians must notify the Uniform Shop of any changes to their personal details to ensure that they receive payment and/or documentation from the uniform shop.

## Terms and Conditions

1. The Uniform Shop reserves the right to:
  - Decline second-hand uniform items that are not submitted in accordance with the Sale of Second-Hand Uniforms Procedures.
  - Decline second-hand uniform items that do not comply with current Christ Church Grammar School uniform standards.
  - Decline second-hand uniform items that are damaged in any way, for example with stains, holes, tears or alterations from the original.
  - Classify and decline 'close body contact' second-hand uniform items such as bathers, athlete's shorts, socks etc.
  - Determine the individual price of each item of second-hand clothing following inspection of the item and acceptance for sale.
  - Charge commission of 25% of the individually determined sale price of each item of clothing sold, to cover administration costs.
2. Second-Hand items are accepted on a 12-month consignment. Payment for items is made after sale of all stock and processed in accordance with the preferences elected by the owner on the Sale of Second-Hand Uniforms Application.
3. Second-Hand uniform items unsold at the expiry of the 12-month consignment are processed in accordance with the preferences elected by the owner on the Sale of Second-Hand Uniforms Application.

## Sale of Second-Hand Uniforms – Application

To be completed in conjunction with the Sale of Second-Hand Uniform Terms & Conditions and Procedure.

Parent/Guardian Surname \_\_\_\_\_ First Name \_\_\_\_\_

Student Surname \_\_\_\_\_ First Name \_\_\_\_\_ Year/Form \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Mobile: \_\_\_\_\_ Email \_\_\_\_\_

### Bank Details

Account Name \_\_\_\_\_ BSB: \_\_\_\_\_ Acc No \_\_\_\_\_

*Please notify the Uniform Shop of any changes to your personal details.*

### Please complete the following payment and collection options.

1. Second-Hand uniform items are held by the Uniform Shop on 12 month-consignment. Sales and stock are reconciled, and payments made at the end of the 12month period, or when all stock is sold. **Please designate here how you wish your payment to be made:**

- ☐ Electronic Transfer
- ☐ Credit school fee account
- ☐ Donate to funds for needy families in the CCGS community.

2. Any second-hand uniform items unsold at expiry of the 12-month consignment can be either donated to missions or collected by the owner within two weeks of the expiry date.

### Please designate your preference:

- ☐ Donate unsold items to missions
- ☐ Collect within two weeks of 12-month consignment expiry
- ☐ I understand that my unsold items will be donated to missions if I fail to collect within 2 weeks of consignment expiry

*Please note: If you select to collect within two weeks then fail to do so, the unsold items will be automatically donated to missions.*

I have read and understand the Sale of Second-Hand Uniform Terms & Conditions and Procedures, and hereby agree to abide by these and the options I have elected above:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Ticket code:

Expiry