



Date:

*Presbyterian Ladies' College*

MELBOURNE

**JUNIOR & SENIOR SCHOOL SECOND HAND UNIFORM CONSIGNMENT FOR SALE****PLEASE EMAIL CONSIGNMENT FORM TO PLC SHOP AND STAFF WILL CONTACT YOU WITH FURTHER INSTRUCTIONS**

<b>JUNIOR &amp; SENIOR SCHOOL UNIFORM</b>	<b>ITEM CODE Office Use Only</b>	<b>SIZE</b>	<b>QTY</b>	<b>ACCEPTED REJECTED Office Use Only</b>	<b>COMMENTS (If rejected, please indicate reasons) Office Use Only</b>
Blazer - Dry Clean Slip Attached					
Cotton or Wool Jumper (circle item)					
Summer Dress					
Winter Tunic - Dry Clean Slip Attached					
Winter Skirt - Dry Clean Slip Attached					
Winter Shirt - Peter Pan Collar					
Winter Shirt - Pointed Collar					
Winter Tab Tie or Winter Tie (circle item)					
Woollen Vest					
Sports Shirt Long Sleeve					
Sports Shirt Short Sleeve					
PLC Crested Windcheater					
PLC Melbourne Hoodie					
Rugby Shorts					
Sports Microfibre Short					
Tracksuit Pants Fleecy JS SS					
<b>SCHOOL BAGS</b>					

PREPARATION OF ITEMS: BLAZER, SKIRT &amp; TUNIC TO BE DRY CLEANED, ALL OTHER ITEMS WASHED, IRONED AND HUNG ON COAT HANGERS OR FOLDED

<b>PRINCIPAL DEBTOR</b> (person responsible for school account)	Full Name:	
	Creditor ID (Office Use Only)	
<b>BANKING DETAILS</b>	Bank Account Name:	
	Bank Account Details:	BSB No: Account No:
<b>SELLER DETAILS</b>	Full Name:	
	Address:	
	Mobile No:	
	Email:	
<b>STUDENT DETAILS</b>	Full Name:	Student ID:

Would you like to donate the proceeds of the sale to the College? Yes  No **Please Note: On completing this form you agree to the PLC Uniform Shop Second Hand Consignment Terms and Conditions**



*Presbyterian Ladies' College*

MELBOURNE

## SECOND HAND UNIFORM CONSIGNMENT TERMS & CONDITIONS

The College provides the opportunity for parents to buy, donate and sell pre-owned uniform items via the PLC Uniform Shop.

If you wish to sell items through this facility a Second Hand Consignment Form must be completed and emailed to PLC Uniform Shop. [plcshop@plc.vic.edu.au](mailto:plcshop@plc.vic.edu.au)

The following conditions apply:

All items will be priced by the PLC Uniform Shop according to their condition. Garments are sold on a commission basis of the sale price - 60% to the seller and 40% to PLC College.

At the end of every term second hand items sold will generate payments to the seller. The settlement due will be allocated initially to any balance existing on the school fees account, with the remainder paid by EFT to the nominated bank account.

Preparation of uniform items:

- a. Blazers, skirts and tunics must be dry-cleaned and submitted with the dry-cleaning tags attached. Please check with the uniform shop prior to incurring the expense of dry-cleaning to ensure that the item will be accepted for resale.
- b. All other items must be washed, ironed and hung on coat hangers or folded.
- c. All previous name tags should be removed.
- d. Hats, socks, tights, shoes and bathers are not accepted for sale in the second hand shop.

PLC Uniform Shop reserves the right not to accept items they consider do not meet the college uniform regulations.

To minimise the holding of surplus stock, secondhand forms must be first emailed to the PLC Shop. The Uniform Shop will contact families as secondhand stock is required to be replenished. If an item has not sold by **October 2024**, it will be disposed of without further notification to the seller.

For any further information, please contact the PLC Uniform Shop: [plcshop@plc.vic.edu.au](mailto:plcshop@plc.vic.edu.au)

I acknowledge that I have read and agree with the conditions that are outlined in the PLC Uniform Shop Second Hand Consignment Terms and Conditions

.....

Signature

.....

Print Name

Date: