



Date:

Presbyterian Ladies' College

MELBOURNE

JUNIOR & SENIOR SCHOOL SECOND HAND UNIFORM CONSIGNMENT FOR SALE
SECOND HAND NEW SCHOOL UNIFORM

JUNIOR & SENIOR SCHOOL UNIFORM	ITEM CODE <i>Office Use Only</i>	SIZE	QTY	ACCEPTED REJECTED <i>Office Use Only</i>	COMMENTS (If rejected, please indicate reasons) <i>Office Use Only</i>
Blazer - Dry Clean Slip Attached					
Jumper or Cardigan or Vest (circle item)					
Dress					
Tunic - Dry Clean Slip Attached					
Skirt - Dry Clean Slip Attached					
Short Sleeve Shirt					
Long Sleeve Shirt					
Academic Pants					
Academic Shorts					
PLC Shell Jacket					
PLC Crested Windcheater					
Sports Short Sleeve Shirt					
Sports Long Sleeve Shirt					
Sports 2 in 1 Shorts					
Tracksuit Pants					
SCHOOL BAGS					

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

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



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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 submitted with the uniform items.

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, staff may on occasions, not accept certain items. If an item has not sold within 18 months of lodgement, 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

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: