CONDITIONS & CRITERIA FOR CONSIGNMENT OF SECOND HAND ITEMS

The Parents & Friends Association is pleased to provide a second hand clothing service to the school community. Garments are accepted ‘On Consignment’ for a period of 12 months. Sale price will be approximately half the original purchase price with 30% commission retained by the P&F Association.

1. A consignment sheet, individually listing every garment must be completed, when submitting items for sale (available from College Shop and the BBC website/Students & Parents/College Shop/PDF Secondhand Policy).

2. Garment/s must be freshly laundered and pressed. Blazers must be dry cleaned.

3. Every garment/s must have a cloth label or tag pinned on with the following information: PARENT NAME, STUDENT NUMBER, ITEM DESCRIPTION/SIZE, (refer sample right).

CRITERIA

The P&F, in relationship to the BBC uniform policy, endorses a standard of quality for Second hand garments.

All garments for consignment must meet the following criteria:

- Must be part of the official (current) school uniform
- Blasers will only be accepted dry cleaned
- All items are to be freshly laundered
- Stained or damaged garments will not be accepted (including ink, paint, liquid paper, dirt, rips, tears etc.)
- No threadbare or frayed items
- Due to Health regulations we cannot accept socks, hats (with the exception of Boaters) or swimwear (with the exception of rash shirts)

The consignment will be paid once ALL GARMENTS listed have been sold or on expiration of the 12 months period. Payments are processed quarterly.

Garments not sold within the 12 month period will be removed from sale and disposed of, or donated to charity.

If you are no longer a current parent, it is your responsibility to notify the College Shop of any change of address. Cheques will only be sent to the address on the consignment sheet.

College Shop decisions regarding acceptable items for second hand sale is final. The College Shop reserves the right to reject items if they do not meet the above mentioned criteria

All consignment second hand items are held at the risk of the owner of the clothing. The management and staff do not accept any responsibility for loss or damage whatsoever or any loss of sale revenue as a result of such loss.

By signing the consignment sheet, you agree to accept that garments deemed not suitable for sale, or which have not sold within 12 months, will be disposed of or donated to charity.

All queries regarding Second Hand Uniforms should be directed to the College Shop Manager, Lesley Ross on 3309 3523 (or alternatively email Lesley on lross@bbc.qld.edu.au).
### College Shop - Second Hand Uniform Consignment

**Date Submitted**
______________

**Family Ref/Student No:**
______________________

**Parent Name**
______________________

**Mailing Address**
____________________________________________________

**Phone contact number (mobile is preferable)**
____________________________________________________

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**CUSTOMER TO COMPLETE THIS SECTION**

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<thead>
<tr>
<th>Item Description (Each item to be listed separately)</th>
<th>SIZE</th>
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**College Shop to complete this section**

<table>
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<tr>
<th>A=Accepted</th>
<th>R=Rejected</th>
<th>S=Sold</th>
<th>N=Not Sold</th>
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I have read the policy document for the second hand uniform consignment and agree that garments deemed not suitable, or that do not sell within a twelve month period, will be disposed of or donated to charity.

**Customer Signature:**
______________________

**College Shop Rep:**
______________________

**Date processed**
______________________

**Tagged**
__yes__ __no__

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**OFFICE USE ONLY:**

**Total Amount Paid**
$______________________

**Date:**
______________________