

MAZENOD COLLEGE

UNIFORM SHOP SECONDHAND CLOTHING POLICY

- The Uniform Shop Manager has the sole discretion for the acceptance of second hand clothing for re-sale. **Acceptable items will be purchased** by the Uniform Shop. Payment for items left at the shop will be processed and a cheque will be sent in due course. Items left for sale in November through to January will not be processed until February/March due to School Holidays.
- Only items originally purchased from the Uniform Shop will be accepted for resale.
- All clothing offered to the Uniform Shop for re-sale must be **laundered and in good condition. Blazers are to be dry-cleaned.** Clothing that is stained, faded in need of repair will be disposed of.
- Socks will not be accepted for re-sale.
- Items left for re-sale can be left at the Uniform Shop on our open days. All items should be packaged together with the uniform shop form completed and signed.
- The selling price of all secondhand clothing will be determined by the Uniform Shop. This will be no more than half the original cost, dependent on condition of the item.
- There will be a 25% handling fee charged on all secondhand items sold. As stated above payment will be made by cheque, however the college maintains the right to forward payments to unpaid school fees or costs.

PLEASE READ THE ABOVE ITEMS CAREFULLY BEFORE DELIVERING CLOTHING FOR RE-SALE TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET. IF YOU WISH TO SELL ITEMS YOURSELF THEY MAYBE ADVERTISED ON THE SHOP NOTICEBOARD.

THANK YOU

MAZENOD COLLEGE – SECONDHAND CLOTHING

Name of Seller _____

Address _____

Phone _____

ITEM	QUANTITY	FOR OFFICE USE ONLY SHOP SELLING PRICE
	Total Less 25% Total payment	\$ \$

I hereby accept the Terms & Conditions as stated in the Secondhand Clothing Policy on the reverse of this form dated this _____ day of _____

Office Use only: Signed and accepted by :