

PCA Second-hand Uniform Consignment Form

To minimise contact transfer, Chapel Reception no longer retains blank copies of this form – it must be printed and completed in advance of dropping off items.

To ensure the safety of our community, your consignment must meet the following conditions:

- This consignment form must be complete with all details and attached to the outside of the bag/box
- The following **must be dry cleaned**, enclosed in the dry-cleaning bag with tag attached and hung on coat hangers: blazers, tunics, and skirts
- All other items must be freshly laundered, free of animal fur, and be presented neatly in a secure and sealed bag or box that is also able to be donated
- **If any of the above are not adhered to, Chapel Reception staff will not accept the consignment.**

The PCA coordinates the sale of second-hand uniforms, assisted by a team of volunteers who kindly give up their time to provide the school community with this service. Profits earned by the PCA are used to fund school projects. Second-Hand Uniforms holds regular sales throughout the school year, which are advertised on SchoL and the St Michael's website.

By consigning uniforms, you are agreeing to the terms herein.

All consigned garments should be in good condition, with no stains, marks, tears, significant fading, or damage. All buttons, hooks, hems, and seams should be intact, with standard pockets on blazers. **Blazers with embroidered pockets will not be accepted for consignment.**

PCA Volunteers reserve the right to donate to charity or dispose of any item considered unsaleable.

Due to health regulations, we cannot sell the following: hats, socks, shoes, bathers, bike shorts or schoolbags. Additionally, we cannot sell discontinued items including the rugby jersey or specialised sports items, including Firsts garments, that were gifted by the sport department. However, these items can be re-homed and are still useful, so please send them in as donations and our volunteers will distribute them as needed.

Pricing of garments is set by the PCA. Your items will usually be listed for sale at 60% of the advertised retail price by Bob Stewart. When an item sells, 50% of the proceeds are retained by the PCA and 50% will be yours. However, if we have too much stock or if there are uniform items which are due to be discontinued, we may discount those items. If an item needs a small repair, or if it has a small flaw or mark, the consignor's proceeds will be reduced accordingly. Payment will be made to the bank account nominated on this form. Please ensure the details provided are accurate and legible, and to update us as soon as possible if you change your bank account details.

Please note that it may take a year or more for your items to sell. Expensive items such as blazers often sell quickly, but other items can take many months, or not sell at all. We do our best, but we cannot control which items are selected by customers and which are not. Please be patient and do not expect sales immediately. Due to space constraints, some items not sold within one year may be donated to charity. Items may be discounted, donated, or discarded without discussion with you. All care is taken, but no responsibility is accepted for lost or stolen items. Due to the volume of items we receive, items cannot be returned once consigned to the PCA.

We are very appreciative if you wish to donate items for sale, as funds generated will be reinvested by the PCA for the School community. Please leave these items in a sealed bag at Reception marked 'DONATION' (no form needed).

If you have any queries, please contact the PCA Second-Hand Uniforms Leader: secondhanduniforms@stmichaels.vic.edu.au

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CONSIGNOR DETAILS									
Name					Date				
Address					Suburb			Postcode	
Mobile				Email					
Bank Details Payment will be made by transfer to your bank account listed below. Please remember to update us if you change your bank account.									
Account Name				BSB			Account Number		
GIRLS	Quantity	Size Snr	Size Jnr	Comment (Office Use Only)	SPECIALTY	Quantity	Size	Comment (Office Use Only)	
Blazer (Navy)					Art Smock				
Blouse Long Sleeve					Belt				
Blouse Short Sleeve (2019)					Casual Anorak				
Pants No Pleat					SPORT	Quantity	Size	Comment (Office Use Only)	
Short (Tailored)					Soft Shell Jacket				
Skirt					Sport Polo Top Shaped Fit				
Summer Dress					Sport Polo Top Unisex				
Tunic					Sports and PE Hoodie				
BOYS	Quantity	Size Snr	Size Jnr	Comment (Office Use Only)	Sport Short (Unisex)				
Blazer (Striped)					Sport Short with inner				
Shirt Long Sleeve					Track Pants				
Shirt Summer (White)					SPORT SPECIALTY	Quantity	Size	Comment (Office Use Only)	
Short					Athletic Short				
Trouser					Basketball Singlet				
UNISEX	Quantity	Size Snr	Size Jnr	Comment (Office Use Only)	Cricket Pants				
House Polo Top					Cricket Top				
Jumper (Navy)					Football Jersey Long Sleeve				
Jumper (Red)					Football Jersey Sleeveless				
Junior Track Top					Football Short				
Junior White Skivvy					Netball Dress				
Knit Vest					Soccer/Hockey Jersey				
Scarf					Tennis Short				
Shirt Summer (Navy)									
Tie				Small Medium Large					
TOTAL NO. OF ITEMS					TOTAL NO. OF ITEMS				
PLEASE TICK ONE:									
<input type="checkbox"/> All garments are contained within one bag/box									
<input type="checkbox"/> Garments are contained within multiple bags/boxes – hanging dry cleaned items AND bagged laundered items.									