

## PCA Second-hand Uniform Consignment Form

The PCA coordinates the sale of second-hand uniforms, assisted by a dedicated team of volunteers who generously donate their time to provide this valuable service to the school community. 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.

- We are very appreciative if you choose 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 choose to consign your uniform items, this consignment form must be complete with all details and attached to the outside of the bag/box. The proceeds from their sale will be shared between you and the PCA.

### Your consignment must meet the following conditions:

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.**

- blazers, tunics, and skirts **to be dry cleaned**,
- All other items must be **freshly laundered**, free of animal fur, and be presented neatly

**We do not resell:** hats, socks, shoes, bathers, bike shorts or schoolbags or discontinued items including rugby jerseys or specialised sports items. 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.

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

- When a consignment item sells, 50% of The proceeds are retained by the PCA and 50% will be yours.
- Garment pricing is determined by the PCA and may vary from time to time. Pricing can be viewed at the PCA Uniform Shop.
- The PCA determines whether an item is consignable or not.
- Items sold vs given away may vary from time to time.
- If we have too much stock or if there are uniform items which are due to be discontinued, we may discount those items (in some cases to zero).
- If an item needs a small repair or if it has a small flaw or mark, the consignor's proceeds will be reduced accordingly (in some cases to zero).
- 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. 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. Items cannot be returned once consigned to the PCA.

Payment will be made to the bank account nominated on this form. Please ensure the details provided are accurate and legible and please update us as soon as possible if you change your bank account details.

If you have any queries, please contact PCA Second-Hand Uniforms at: [secondhanduniforms@stmichaels.vic.edu.au](mailto:secondhanduniforms@stmichaels.vic.edu.au)

## PCA Second-hand Uniform Consignment Form

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)										
Short										
Trouser										

UNISEX	Quantity	Size Snr	Size Jnr	Comment (Office Use Only)	SPORT SPECIALTY	Quantity	Size	Comment (Office Use Only)
House Polo Top					Athletic Short			
Jumper (Navy)					Basketball Singlet			
Jumper (Red)					Cricket Pants			
Junior Track Top					Cricket Top			
Junior White Skivvy					Football Jersey Long Sleeve			
Knit Vest					Football Jersey Sleeveless			
Scarf					Football Short			
Shirt Summer (Navy)					Netball Dress			
Tie				Small   Medium   Large	Soccer/Hockey Jersey			
					Tennis Short			
<b>TOTAL NO. OF ITEMS</b>					<b>TOTAL NO. OF ITEMS</b>			

**PLEASE TICK ONE:**

☐ All garments are contained within **one bag/box**

☐ Garments are contained within **multiple bags/boxes** – hanging dry cleaned items AND bagged laundered items.