



Pittwater House

2017 How to Sell Second Hand Uniform Items

What you need to do:

1. **Launder & iron or dry clean** all items you wish to place on consignment. (Note: Please check for grime and stains and remove before submitting.)
2. Complete this form and include it with your items.
3. Drop uniform items and this form to the Clothing Pool.
4. Please keep your contact details up to date with the Clothing Pool.

Parent's Name: _____

Children's Names: _____

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

Item	Number	Item	Number
Blazers (Must be dry cleaned)		Dresses and Tunics	
Jumpers		Girls Blouses	
Tracksuits – Tops and Pants		Senior Skirts	
Sports Shorts and Shirts		Boys Trousers	
Rash Vests		Shorts	
Sports Fleece		Boys Shirts (check collars, cuffs & stains)	
Backpack		Ties	
PE Bag		Other Items	

What will happen next:

1. Your items will be assessed for saleability, documented and tagged.
2. Any poorly presented items will be either considered donations or laundered, ironed or dry cleaned with the charge being deducted from your payment.
3. Items are sold for a fixed price that is approximately half of the new price.
4. Once an item has sold, you will receive 50% of the selling price.
5. Reimbursements are made to the seller twice a year.
6. The PHPA Treasurer will contact you for your bank account details.

PHPA CLOTHING POOL - Located next to New Uniform Shop

Open: Tuesday morning 8.00am to 9.15am and Thursday afternoon 2.00pm to 3.15pm