



# UNIFORM CONSIGNMENT FORM

*Thank you for your consignment.*

- Please complete this page and leave it with uniforms in a plastic bag/s at the College Office. (The next page is optional.)
- If leaving multiple bags please label them all with your name.
- Unlabelled bags will be taken as a donation.

**Date:** \_\_\_\_\_

**Seller's Name:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Current Family?**  **VLC Fee Acc Nbr:** \_\_\_\_\_

**Leaving VLC?**  **Bank Account Details required.** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**BSB:** \_\_\_\_\_ **Acc Nbr:** \_\_\_\_\_

**Acc Name:** \_\_\_\_\_

(Sale monies: 80% credited to Fee Account or Bank Account;  
20% P&F service fee, as per Terms & Conditions.)

**Uniform Shop Use Only**

**Nbr of Items Accepted for Sale =** \_\_\_\_\_

**Nbr of Items Rejected for Sale =** \_\_\_\_\_

**Rcvd by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Uniform Shop Terms and Conditions:**

1. **Please Note: The following items will now be accepted as donations only, unless they are in near-new condition, because they generally sell for \$5 or less:**  
- JS Windcheater; JS Boys White Polo; Hats,  
- Red Sport Polo; White Long Sleeve Shirt.
2. Used gym knickers, socks, shoes, stockings or hair accessories will not be sold by the Uniform Shop.
3. Uniform Shop reserves the right to refuse any items as unfit for sale without notice. **All items left for sale are to be clean and in saleable condition** (e.g. no stains, marks or tears).
4. Seller may nominate sale price (see next page) or let the Uniform Shop determine sale price.  
Uniform Shop reserves the right to alter the price of any items without notice, subject to their used condition and current 'new' prices.
5. All consignment sales are less 20% service fee to P&F Association (i.e. 80% of the monies collected for the sale of items will be credited against seller's school fee or other nominated account at the end of each term).
6. Sellers who have left the school will be credited via a supplied Australian bank account, subject to school fees being up to date.
7. It is the responsibility of the "Seller" to notify the College of any change of contact or bank details. Failure to do so will result in the forfeit of any monies.
8. Individual items left for sale will not be tracked by the Uniform Shop. It is the Seller's responsibility to keep record of any items held at the College Uniform Shop.
9. All consignments are left for sale at the sole risk of the Seller. Victory Lutheran College and the VLC P&F Association accept no risk or responsibility for the Seller's items.
10. The College reserves the right to make changes to the College Uniform at any time which may affect the future sale of item/s.
11. Items for sale will be held for two years only. It is the responsibility of the Seller to request return of their unsold items from the Uniform Shop before this period expires. All items unsold after two years automatically become donations or will be disposed of.

**I have read, understood and agree to the Terms and Conditions above:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I wish to nominate the following prices for specified consignment items (please note T&C item 4):

Item	Size	Price	Uniform Shop Use Only
			Comment
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

# Uniform Shop Processes

(internal use only – not required for Parents)

## ARRIVAL AT OFFICE:

1. Uniform Consignment Form must be filled out by the Seller.  
If items are not listed and priced the Uniform Shop volunteers will do this at their own discretion.
2. Office Staff - please fill in School Fee Account number from TAS database.
3. Consignment Form is to be put inside the bag containing items.
4. If multiple bags, Seller to ensure all are clearly labelled with the Seller's full name.
5. Bag/s of clothes are to be placed in the Sick Bay.
6. Uniform Shop volunteer is to collect clothes from the Sick Bay.
7. It is the responsibility of the Uniform Shop volunteers to maintain consignment forms associated with all items left for sale.

## WHEN ITEMS SOLD:

1. It is the responsibility of the Uniform Shop volunteers to maintain accurate records of sales.
2. All cash monies collected from the sale of items is to be passed on to the P&F Treasurer to be banked, or banked by P&F Volunteer by arrangement.
3. All credit card/EFTPOS monies collected from the sale of items are deposited directly to VLC school bank account and allocated by the College Bursar to the G/L P&F Clearing Account.
4. At the end of each term, the Uniform Shop volunteers are to supply the College Bursar with a report including Seller's School Fee Account, Seller's Name, Total Amount to be credited (ie, 80% of their sales).
5. It is the responsibility of the College Bursar to credit appropriate Seller school fee/bank accounts as instructed by the Uniform Shop volunteers and offset the total against the G/L P&F Clearing Account.