

AVILA COLLEGE SECOND HAND UNIFORM SHOP

NAME (please print): _____

MOBILE: _____ EMAIL: _____

STUDENT NAME: _____

BSB/ACCOUNT NO: _____ ACCOUNT NAME: _____

Avila College Second Hand Uniform Shop Terms and Conditions

UNIFORM SALE REQUIREMENTS

1. Items of Avila College uniform can only be submitted for sale with this signed authority, and each piece of uniform must be clearly labelled with your name.
2. Uniform items to be sold should be in good condition. Skirts and blazers **MUST** be dry-cleaned. All other items **MUST** be laundered. Any cleaning needed to be carried out by Avila College will be deducted from the payment amount.
3. Uniform pieces will be kept on sale for a period of 2 years. If you wish to reclaim any of your items, it must be within the 2 year period. Please contact the Manager of the Uniform Shop to arrange collection. All items held thereafter will become the property of the College and the proceeds of sales will go to the College.
4. Uniform pieces submitted for re-sale will be sold on your behalf only if they are current and compulsory items from the uniform list, eg: Blazers purchased prior to 2016 with the old pocket logo cannot be accepted for re-sale. Optional items or items from the Sports Department, can be returned to the College but any proceeds from their sale will be given to the College.

PAYMENT DETAILS

1. Proceeds of sales will first be applied to any outstanding Annual Tuition fees owed to the College. Avila College's commission is 25% of any item over \$20 and \$5 per item under \$20.
2. Payment for any sold items will be processed through your nominated bank account above.
3. Payments will **NOT** be issued directly to students, including Year 12 students who have exited the College.
4. It is intended that sales slips will be processed three times a year, usually in March, August and December. However, work and time constraints may mean this schedule is not strictly adhered to, but payments will be made as close to these times as possible.

I have read and agree to the terms detailed above.

Signature of Parent/Guardian: _____ Date: _____



| ITEMS SUBMITTED | |
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| Uniform Item | Size |
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| Office Use Only | | | | |
|-----------------|-----------|-----------|---------------|--------------|
| Ref No. | Condition | Batch No. | Amount Paid** | Date to B.M. |
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**This amount is less commission

_____ items approved for payment _____ Total \$ _____

Signed _____

_____ items approved for payment _____ Total \$ _____

Signed _____

_____ items approved for payment _____ Total \$ _____

Signed _____

_____ items approved for payment _____ Total \$ _____

Signed _____