

## SECONDHAND UNIFORM SHOP TERMS AND CONDITIONS

### SELLING SECONDHAND GOODS THROUGH THE UNIFORM SHOP

The School sells secondhand uniform items through the Uniform Shop located on the corner of Park Place and Punt Road, South Yarra.

The goods are taken on consignment and sold on behalf of parents on a 50% commission basis. As the Uniform Shop is a non-profit making organisation, all proceeds are donated back to the School via the Friends of CCGS.

The seller (parent) has two options to choose from with respect to receiving sale proceeds of secondhand items:

1. Offset proceeds against any new purchases Please enquire if there are any amounts owing when making purchases at the shop.
2. Receive a cheque payment for proceeds of \$25 and above Cheque payments are generally processed twice a year. Amounts of under \$25 will be retained by the Uniform Shop until the seller (parent) specifically instructs the payment to be made or when the parent leaves the school.

Garments are only accepted if they are in good condition, clean and pressed. Items such as blazers, pinafores and wool shorts should be dry cleaned. The shop does not accept hats, socks, bathers or skivvies. Only school bags in an excellent condition will be accepted.

Whilst goods are accepted in good faith, the shop retains the right to reject (without notice) any item that is considered unacceptable for sale ie. Because of a change in the uniform or the poor condition of the garment/item. Rejected garments/items and those which have not sold within a two year period are donated to local charities, Papua New Guinea and our own Kinder. The Uniform Shop also reserves the right to price all items.

PRIOR TO BRINGING IN GARMENTS PLEASE ENSURE THE ITEM LISTING FORM HAS BEEN COMPLETED AND THE CHECKLIST ADHERED TO. Forms are available from the Uniform Shop & Main School Office or can be downloaded from the CCGS website.

The Friends of CCGS and the Uniform Shop endeavour to provide an efficient service for parents, but because of the large stock turnover is unable to answer queries on the current status of individual garments.

### CHECKLIST

#### HAVE CLOTHES BEEN?

- WASHED  
Pinafores, wool shorts & blazers must be dry-cleaned
- MENDED  
Any minor holes & runs must be mended and hems sewn.  
Please replace missing buttons.
- DE-LINTED/DE-PILLED  
Remove pet hairs, fluff and pills.
- PRESSED
- NEATLY FOLDED OR PUT ON HANGERS

#### ARE SCHOOL BAGS IN EXCELLENT CONDITION?

- REMOVE ALL CONTENTS
- REMOVE TAGS
- VACUUM AND WIPE INSIDE
- REMOVE ANY STAINS FOR OUTER BAG
- CHECK ZIPS WORK
- HAS ITEM LISTING FORM BEEN COMPLETED?

**GARMENTS / BAGS NOT ADHERING TO THE ABOVE CHECKLIST WILL NOT BE ACCEPTED**

THANK YOU FOR YOUR COOPERATION.

Uniform Shop Coordinator [uniformshop@ccgs.vic.edu.au](mailto:uniformshop@ccgs.vic.edu.au)