



St Helena Secondary College

Goods for Resale - 2nd Hand Uniform Shop 2009/2010

Goods being offered for sale by the St Helena 2nd Hand Uniform Shop must include the seller's name. This maintains the privacy of the seller and enables prompt processing of paperwork by the Shop/Accounts Department.

FAMILY NAME:		STUDENT NAME:	
POSTAL ADDRESS			
		POST CODE:	PHONE CONTACT:
CHEQUE PAYABLE TO :			YEAR LEVEL:
SIZE:	ITEM DESCRIPTION:		

Important:

Items accepted for sale are priced solely at the discretion of the St Helena Shop Volunteers.

- Goods are not accepted and offered for sale if they are not official, not current, or are in poor condition/repair.
- Goods must be patched/mended and laundered. Blazers must be dry-cleaned.
- Unacceptable items are sent to a charity or sent to archives.
 - *We are unable to notify a seller if items are unsuitable for resale because of the volume of goods received and the lack of space prohibit us from storing the goods.*
 - *We do not notify the seller if an item does not sell or is unsuitable for sale.*
- *After 2 years unsold items become the property of the chaplaincy committee*
- The garment will be sold for approx. 50% of the current retail price. 30% of the sale price of each garment will be retained to support Chaplaincy at St Helena Secondary College

Subject to above, these items are offered for:

 SALE
 DONATION

(please tick appropriate box)

Signed:	Date
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Please fill in one form per garment, pin to garment and place in plastic bag. Leave it in the box at the office or hand in at second hand uniform shop.

This form is retained by the St Helena 2nd Hand Uniform Shop.

Office use only

Ticket Number:	Current retail price \$	Date garment sold:
Cheque No:	Asking sale price: \$	Actually sold for: \$
% retained:	Amount retained: \$	Amount sent: \$