



Date: _____

Presbyterian Ladies' College

MELBOURNE

SECOND HAND UNIFORM 2017

THIS FORM MUST ACCOMPANY THE DELIVERY OF SECOND HAND UNIFORMS TO THE PLC SHOP

SCHOOL UNIFORM	SIZE	QTY	SPORTS UNIFORM	SIZE	QTY
Blazer (dry clean slip)			Aths Shorts		
Summer Dress			Aths Top		
Jumper			Netball Skirt		
Music Vest			Rowing Zooty		
School Bag	Prep-Yr 2		Rowing Top		
	Yr 3-6		Rugby Jumper		
	Snr Carry		Rugby Shorts		
	Backpack		Sports Bag Olympic	Large	
	Chiro		Sports Bag Kit	Small	
Tab Tie			Sports Bag Swimming	Junior	
Tie			Sports Shirt		
Winter Tunic (dry clean slip)			Sports Shorts		
Winter Shirt			Sports Vest		
Winter Skirt (dry clean slip)			Track Jacket Microfibre		
ELC Long Sleeved Polo			Track Pants Microfibre		
ELC Short Sleeved Polo					
ELC Skirt					
ELC & Junior Rugby Shorts					
ELC & Jnr Fleecy Track Pants					
ELC & Junior Windcheater					

ALL THE ABOVE ITEMS TO BE WASHED, IRONED and HUNG ON COAT HANGERS (see exceptions for dry cleaning)**Principal Debtor:** Title _____ Name _____ (person responsible for school account)**Seller's Details:** Title _____ Name _____ Telephone _____

Address _____ Post code _____

Email Address _____

Student Name _____ Account Code (School fees ID) _____

If a past student or parent, has this address altered since your last contact with the College? Yes NoWould you like to donate the proceeds of the sale to the College? Yes No

If you prefer payment, upon sale, 60% of the proceeds will be remitted to the following bank account, unless a balance exists on your school fees account:

Name on Bank Account _____

Australian accounts only

Bank Details (BSB) _____ Account Number _____

Overseas accounts only

Swift Code _____ Account Number and/or IBAN Number _____



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SECOND HAND UNIFORM 2017 TERMS & CONDITIONS

The College provides the opportunity for parents to buy, donate and sell items of uniform in the Second Hand Shop. This shop is located within the PLC Uniform Shop (Gate 4, Parer Street). From approximately April 2017 the shop will be located on the lower level of the new Performing Arts Centre. The shop faces the tennis courts, the Norman Oval and Burwood Highway. Access is from Gate 5 off Parer Street.

When purchasing second hand items, it is essential that your daughter be available to try on the garments as there is no exchange or refund. The range of sizes available varies from time to time.

If you wish to sell items through this facility, the following conditions apply:

1. The Second Hand Shop will price all uniform items and has the right to reject any items considered unsuitable for resale. Uniforms in need of repair, stained or too faded cannot be accepted. The PLC Uniform Shop may not check items immediately when they are brought in. If uniforms are not accepted initially when checked, they will be discarded without notification. Please ensure the uniforms are saleable. Generally, third hand items don't sell. Please check carefully. Please book an appointment for 15 minutes if checking of garments is required.
2. Hats, socks, tights, shoes and bathers are not accepted.
3. Preparation of items:
 - a. Blazers, skirts and tunics must be dry-cleaned and submitted with the dry-cleaning tags attached and preferably in a plastic cover. Please check with the shop prior to incurring the expense of dry-cleaning to ensure that the item will be accepted for resale.
 - b. All other items must be washed, ironed and hung on coat hangers.
 - c. All previous name tags should be removed.
4. A completed form (available from the website) which summarises the items must be submitted with the uniform items. Bank account details are essential. The principal debtor is the person responsible for the school account. The person may be different from the seller.
5. Clothing for resale may only be left at the PLC Uniform Shop during its opening hours. It will not be accepted at any other location in the College. Check the website for opening times. Clothing left for resale will be treated with care, but no responsibility can be accepted.
6. To minimise the holding of surplus stock, staff may on occasions, not accept certain items. If an item has not sold within 18 months of lodgement, it will be disposed of without further notification to the seller.
7. Garments are sold on a commission basis – 60% to the seller and 40% to the College. Payments due will be allocated initially to any balance existing on the school fees account, with the remainder paid by EFT to the nominated bank account.

For any further information, please contact the PLC Uniform Shop on plcshop@plc.vic.edu.au

For website details, go to: www.plc.vic.edu.au and look for the links to the school uniform & stationery shop.