



IONA UNIFORM SHOP

4 Elder Place, Queen Street, Fremantle

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Manager: Peta Schaafsma

Assistant: Kaye Millard

SALE OF SECOND-HAND UNIFORMS

Procedures

1. All second-hand uniform items submitted to the uniform shop for sale must be accompanied by completed and signed Sale Of Second-Hand Uniforms Application & Inventory form/s, available from the uniform shop or the Iona website at <http://www.iona.wa.edu.au> (click on 'New School Year' then click on 'Uniforms').
2. The Sale of Second-Hand Uniforms Application & Inventory form must be completed in conjunction and accordance with the Sale of Second-Hand Uniform Terms & Conditions and the Sale of Second-Hand Uniform Procedures.
3. Second-hand uniform blazers, winter skirts, jumpers and summer straw hats must be dry-cleaned by the owner prior to presentation to the uniform shop and presented to the uniform shop on clothes hangers or folded as appropriate with dry-cleaning dockets attached.
4. Summer dresses, winter shirts, polo sport shirts, rugby shorts and tracksuits must be washed and ironed by the owner prior to presentation to the uniform shop and presented to the uniform shop on clothes hangers or folded as appropriate.
5. All second-hand uniform items submitted for sale must then be contained within sealed black garbage bags, with each bag marked '1 of 1' or '1 of 2', '2 of 2' etc. When the items submitted are contained in more than one bag, a separate completed and signed Sale of Second-Hand Uniforms Application & Inventory form must be attached to each bag.
6. Following delivery to the uniform shop, each second-hand uniform item will be individually assessed for suitability for sale. If accepted each item will then be priced and tagged with the process recorded in a designated register.
7. Second-hand uniform items are held by the uniform shop on 12 month-consignment. Sales and stock are reconciled and payments made 6-monthly. Payment is then made for any sold items in accordance with the preference elected by the owner on the Sale of Second-Hand Uniforms Application & Inventory forms.
8. Any second-hand uniform items unsold at expiry of the 12-month consignment will be processed according to the preference elected by the owner on the Sale of Second-Hand Uniforms Application & Inventory forms.
9. Parents/guardians must notify the uniform shop of any changes to their personal details to ensure that they receive payment and/or documentation from the uniform shop.