



# Iona Uniform Shop

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## **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 and Inventory* form/s, available from the Uniform Shop or the Iona website at [www.iona.wa.edu.au](http://www.iona.wa.edu.au) (click on 'New School Year' then click on 'Uniforms').
2. The *Sale of Second-hand Uniforms Application and Inventory* form must be completed in conjunction and accordance with the *Sale of Second-hand Uniform Terms and 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 with dry-cleaning docket 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.
5. 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.
6. Second-hand uniform items are held by the Uniform Shop on twelve month consignment. Sales are reconciled and payments made on completion of all stock sold. 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 and Inventory* forms.
7. Any second-hand uniform items unsold at expiry of the twelve month consignment will be processed according to the preference elected by the owner on the *Sale of Second-hand Uniforms Application and Inventory* forms.
8. 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.