

# Seller's Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

**Bank Details:** (Please complete as all payments are made by electronic funds transfer. Australian bank accounts only)

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ BSB: \_\_\_\_\_

We can only accept CLEAN items in GOOD CONDITION - blazers, winter skirts & tunics must be dry cleaned.

All garments must be accompanied by a Sellers Form and enclosed in a sealed bag. Bags should be left at Sandringham House reception and a message sent to [2ndhanduniform@firbank.vic.edu.au](mailto:2ndhanduniform@firbank.vic.edu.au)

Prices will be determined by SHPA. Garments deemed not up to standard or superseded will be disposed of without further communication. 30% of the selling price is deducted as a handling fee to and donated back to the school (less operating costs), and 70% is then returned to the seller. Payments will be issued at least twice a year. Items which remain unsold after two years will be considered donated unless collected. For further terms and conditions please see 'Secondhand Uniform Shop Terms & Conditions'

Item No	Uniform Description	Size	Price (office use)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Sell all your good quality secondhand Firbank uniforms and bags through the  
SHPA Secondhand Uniform Shop!**

The Sandringham House Parents Association (SHPA)  
Secondhand Uniform Shop Terms & Conditions

There are two options for putting Firbank Uniform items into the Secondhand Uniform Shop, selling on consignment or donating for sale.

**SELLING:** SHPA retains 30% for all items sold and you will receive payment for 70% of the sale price. All garments for selling **MUST** be accompanied by a Seller's Form and enclosed in a sealed bag. Blank copies of Seller's Forms can be found at Sandringham House Reception. Items received without a completed Seller's Form will be assumed to be donated. Any items unsold at payment time will be continue to be kept in stock. However, items which remain unsold after 2 years will be considered donated unless collected by the seller.

OR

**DONATING:** If you choose to donate your items, 100% of the profit from the sale of your items is retained by SHPA to provide resources and activities for the students at Firbank Sandringham House. Donated items can be left at school reception in a sealed bag with a note clearly stating "donated". Seller's Form are not required for donated items. Items received without a completed Seller's Form will be assumed to be donated.

**Additional T&Cs:**

All profit generated by the SHPA Secondhand Uniform Shop goes towards providing additional resources and activities for our children at Firbank Sandringham House. Please note the following:

- Where possible, our dedicated team will repair/recycle donated items to ensure that we ensure the highest uniform standards throughout the campus. However, garments deemed not up to standard or superseded will be disposed without further notice. All blazers, winter skirts and tunics must be dry cleaned – if not costs of cleaning will be deducted from the vendor payments.
- Prices will be determined by the Secondhand Uniform Shop Coordinators. In the case of excess of stock, prices may be reduced at the discretion of the Secondhand Uniform Shop Coordinators, without notice to the sellers.
- We sell only good quality current uniform items. Some lower value items submitted for sale such as, socks / tights and boys' bathers will be deemed donations without notice.
- Payments will be issued at least twice a year, via electronic transfer. Please provide accurate bank details in Seller's Form (we do not issue cheques or cash). It is your duty to inform us if your bank details change. Reasonable attempts will be made to contact a seller if a payment doesn't go through, but if we do not hear from you after a month we will consider the payment a donation.
- Whilst the Secondhand Uniform Shop makes every effort to look after your property, SHPA cannot take responsibility for any loss or damage to your items whilst they are at the shop.
- The Secondhand Uniform Shop is a service provided by SHPA parent volunteers. We are always delighted when new parents join the team and help out as much or as little as you can. If you would like to chat about helping out, please contact us at [2ndhanduniform@firbank.vic.edu.au](mailto:2ndhanduniform@firbank.vic.edu.au)