# MARSDEN SCHOOL 2ND HAND UNIFORM EXCHANGE

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|---|---|
| **DATE:** | **PARENT'S NAME:** |
| | **ADDRESS:** **NB: This address is where reimbursement will be sent. Please notify any change** |
| **PHONE NO:** | |
| | **PUPIL'S NAME:** |
| **EMAIL:** | |
| **PAYMENT- please circle:** | **Student's Account** **Direct Debit – see below** |

| **BANK ACCOUNT DETAILS – FOR DIRECT PAYMENT (NZ BANKS ONLY)** | | | |
|---|---|---|---|
| | | | |
| **A/C NAME:** | | **BANK:** | |
| **A/C NO.** | | | |

| **DESCRIPTION**<br>**NB: Please list all items separately** | **SIZE** | **FOR SHOP USE ONLY** | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | **CONDITION TICK ONE** | | | | **PRICE $** | **DATE SOLD** | **INVOICE NO.** |
| | | **P** | **F** | **G** | **VG** | | | |
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**Terms:**

1. This form must be completed and signed when depositing clothing. NB: Staff will complete condition, price, date sold & inv no.
2. Please ensure:
   a. All clothing deposited is in a fit condition to sell.
   b. All skirts, blazers, raincoats, ties & pinafores are drycleaned & display drycleaning tags.
   c. Shirts are in excellent condition with no stains or obvious signs of wear and all buttons in place
   d. Sports gear is current style and in good condition

   The Uniform may refuse any items for any reason. Any item we consider unsuitable for sale will be rejected or discarded as we see fit without reference back you.
3. The Uniform Shop will not accept shoes, underwear or hair accessories.
4. A small commission is deducted from sales. Payment will be made once a term and will either be disbursed to a school account if your child is still at school, credited to your bank account as detailed above or sent to you by cheque, unless otherwise specified by you.
5. Any article NOT sold within 2 years of the date of deposit, or reclassified as unsuitable for sale, may be disposed of as the Uniform Shop sees fit without reference back to you.
6. Any change of address or contact details above must be notified to The Uniform Shop. The Uniform Shop takes no responsibility for payments made to incorrect or old addresses.
7. The Uniform Shop runs as a service to the Marsden Family. We want to help both sellers and buyers, but please leave your property with us only if you accept that we try to take care but will not be liable for any loss or cost however it arises.

**Signed: ……..** **Date: ……**