

**2018 PTA Second Hand Uniform Sale Instructions**  
**Second hand uniform sale, Tuesday 18th December. Clothing intake 1.30pm – 2.30pm**

Deliver your bag of **CAREFULLY LABELLED** clothing with the registration form to the Heaton School Hall on **Tuesday, 18th December from 1.30 p.m. to 2.30 p.m.**

If you would like the PTA to sell any second-hand uniforms on your behalf then please follow the instructions below. You choose the price of each item you wish to sell, taking into account its condition. The PTA will deduct 33% from the total value of sales to raise funds for the school and cover administration costs. After each sale the PTA will credit your bank account if items are sold. Unsold items need to be collected at the end of the sale, which runs from 3-4pm on Tuesday 18th December. **Please note we are unable to accept any SchoolTec-branded uniform items.**

**PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS FULLY**

It is essential that all items of clothing can be traced to vendors through all aspects of administration and sale. The PTA will not take responsibility for any loss where instructions have not been followed.

- 1) Wash all items for sale.
- 2) Each item of clothing needs to be labelled in the following way:
  - a) Cut out 5cm x 5cm squares of cardboard (cereal boxes are ideal – paper is not strong enough)
  - b) On the cardboard write a brief description of the item, size and price. We will issue and add your registration number. Example:



- c) Attach the cardboard square to the clothing with a strong silver safety pin (the little gold ones are not strong enough and no sewing pins or staples).
- 3) Place all labelled items of clothing for sale into one plastic bag. If more than one bag is needed, please tie them together.
- 4) Complete the Registration Form and List of Items for Sale Form and put inside the plastic bag. Leave the Date/Qty Sold columns free for administration purposes. Please keep pricing to a rounded dollar (no cents) as this keeps change simple at sale time. **If you are donating all items please still enclose this form notifying us of this.**

EXAMPLE:

Item of Clothing	Size	Quantity	Price/ item	Date/Qty sold	Date/Qty sold	Date/Qty sold
Winter shorts	8	2	\$15			
Boys summer shirt	10	1	\$10			
Polar fleece	12	1	\$20			

- 5) Deliver your bag of **LABELLED** clothing with the registration form to the Heaton School Hall on **Tuesday 18th December from 1.30 p.m. to 2.30 p.m.**

Reg No.: .....

Date: .....

## Heaton Normal Intermediate School

### Second-hand Uniform Registration Form

Please enclose this form in the plastic bag containing all labeled items for sale, as per instruction sheet and drop off to the school hall on Tuesday 18th December from 1.30 p.m. to 2.30 p.m. Any questions please contact Fe Jaspersmith on 027 330787.

Parent's Name: .....

Child's name: .....

Room Number: .....

Postal Address: .....

E-mail address: .....

Contact phone number: (Hm).....

(Mob).....

Do you wish to donate all money from the sale of your clothes to the school?      Y      N

Please provide the bank account details into which you would like us to deposit proceeds from sale:

Name: \_\_\_\_\_  
*e.g. John Smith*

Bank Account Name: \_\_\_\_\_  
*e.g. J & B Smith*

Bank Account Number: \_\_\_\_\_  
*e.g. 12-3456-0011223-00*

Name of Bank: \_\_\_\_\_  
*e.g. BNZ*

Location of Bank: \_\_\_\_\_  
*e.g. Riccarton*

