



# LIWARA CATHOLIC PRIMARY SCHOOL

## PRE-LOVED CLOTHING PROCEDURE

The uniform shop provides the opportunity for parents to sell pre-loved clothing items. No commission is deducted from sales; all monies from sale of preloved items will be deposited into the seller's bank account. Please assist us to streamline this service by noting the following procedure.

1. All items must be freshly laundered and in good condition. Items will be accepted at the discretion of the Uniform Shop staff according to current stock levels.
2. *Only clothing with the attached form will be accepted.* The information required is an itemised list of clothing, the seller's name, Email address, daytime contact number, bank account details and eldest child's name and class. Items that have not sold within 12 months will be donated to the missions. Extra forms are available from the office or shop.
3. All clothing will be screened separately by two uniform shop volunteers. Any items deemed unsuitable (ie not in a wearable condition; faded, stained, torn, damaged etc) for resale will be disposed of and the seller notified via email.
4. The uniform shop volunteers will set prices for pre-loved items as appropriate.
5. Items will be displayed for a period of 12 months. After this time they will be donated to the missions.
6. Only items purchased from the Liwara Uniform Shop will be accepted for resale.



**LIWARA**  
Catholic Primary School

# LIWARA CATHOLIC PRIMARY SCHOOL

## PRE-LOVED CLOTHING

**FAMILY NAME:** \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Eldest Child Name: \_\_\_\_\_ Class: \_\_\_\_\_

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

Bank Account Details: - for reimbursement of sales

BSB \_\_\_\_ - \_\_\_\_ Account Number \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ITEMS ARE DISPLAYED FOR 12 MONTHS. AFTER THIS TIME UNSOLD ITEMS WILL BE DONATED TO THE MISSIONS

Scale 

T	Torn	F	Faded	W	Worn Out	NA	Not Liwara stock
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ITEM	SIZE	<i>Office use only</i>	
		SCALE	R/P

Office use only:  
Date: \_\_\_\_\_ Uniform Volunteer \_\_\_\_\_ Signed \_\_\_\_\_