SECOND HAND INSTRUCTION SHEET

The Ferny Hills State School P&C Association Uniform Shop provides parents with an outlet to sell their second hand uniform items on a commission basis. Please follow the steps below in order to have your items put on display for sale.

1. Read the Ferny Hills State School Uniform Shop Second Hand Policy.

2. Please ensure all items meet the Uniform Shop Second Hand Policy requirements (ie must be currently stocked items, current style, current brand). We do not accept old style school, house or prep polos, music shirts, music ties, hats, socks, netball skirts, track pants, jackets, jumpers, non-school brand/style skorts, non-school brand/style shorts.

2. Complete all sections of the Second Hand Consignment Agreement. Please ensure that all contact details are completed and that you have signed the Agreement.

3. Complete the ‘Parent to Complete’ section of the Second Hand Item Register. Please list all items separately and use brief descriptions ie School Polo, Cook Polo, Shorts, Skort, Jacket, Music Polo etc. Complete the date, item description and size. Do not complete the ‘Office Use Only’ section (price etc).

4. Complete a Second Hand Tag for each item. Use the same description provided on the Second Hand Item Register. Do not complete the ‘Office Use Only’ section.

5. Attach the Second Hand Tag to each item using a small safety pin. Please do not use sewing pins or staples as these can damage the items.

6. Place all items, the Consignment Agreement and Items Register in a bag and deliver to the school office or the Uniform Shop during opening hours.

7. Please ensure that you read the Uniform Shop item in each Ferny Flash and arrange for collection of any money for sold items as soon as possible.