



SCOTS PGC COLLEGE

Uniform Shop – Preloved Clothing Guide

The SCOTS PGC COLLEGE Uniform Shop will accept preloved uniforms for resale which meet the Uniform Standards of the College.

Goods will be accepted during any trading day; however please take into account that goods received during busy periods may take some time to sort. Goods will be assessed and graded according to the following standards.

Standards for Receiving Goods

Items NOT accepted due to Health and Safety requirements include:

- Underwear
- Swimwear
- Socks
- Shoes

Items accepted will have:

- No significant discolouring or fading
- No sweat stains under the arms
- No holes (Note: Darning of knitwear can be arranged through the Uniform Shop however the expense will be charged to the family account at the time of service)
- All buttons (Replacement buttons are available at the Uniform Shop)
- Zippers and elastic waist bands are fit for purpose and freely movable
- Name labels removed or blacked out
- No obvious pilling or worn areas
- No obvious wearing out of the crotch for sports items and boys trousers
- All items are to be laundered and pressed
- Blazers and Kilts must be drycleaned (Note: A drycleaning service note must be submitted with these garments. Alternatively, drycleaning can be arranged through the Uniform Shop with the expense charged to the family account at the time of service)

Grading of goods:

Items will be graded to reflect their quality:

Grade1: Almost new. Lightly worn, no fading, no repairs, all name labels removed, laundered and pressed

Grade 2: Of saleable quality, slightly worn, may have repairs and blacked out name labels

Grade 3: Not of resale quality

Disposal of goods:

Any items which are no longer current uniform items or those found to be unsuitable for resale will be donated to charity without notice

Saleable uniform items will remain on sale for 24 months after which time they will be donated to charity without notice

Pricing of goods for resale:

Grade A goods will be priced for re-sale at 50% of the value of the current new uniform price

Grade B goods will be priced for re-sale at 40% of the value of the current new uniform price

Proceeds on Sale:

Preloved uniform sale proceeds will be credited to the Family Account at the end of each term. Families who no longer have students at the College must ensure banking details are current so that your payment can be processed.

Commission of 50% for processing and stocking preloved items is payable to the Uniform Shop upon sale of goods.

The Preloved Clothing Supply Form on the reverse must be completed and submitted with delivery of items for resale.

ACKNOWLEDGEMENT:

I acknowledge I have read the above terms and conditions applicable to submitting preloved uniforms to the Uniform Shop for resale and completed the attached Preloved Clothing Delivery Form.

Name: _____ Signature: _____ Date: ____ / ____ / ____



SCOTS PGC COLLEGE

Uniform Shop - Preloved Clothing Form

Name: _____

Address: _____

Phone No: _____

Delivered by: _____ **Date:** ____ / ____ / ____

OFFICE USE ONLY

Family No: _____

Processed by: _____

Date Processed: ____ / ____ / ____

	DESCRIPTION OF ITEM (One item per line)	SIZE	BOYS	GIRLS	UNISEX
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

GRADING			COMMENTS	Barcode No.
A	B	X		