



# RIVERMOUNT COLLEGE

## SECOND-HAND ITEMS FOR RESALE

NAME: ..... TELEPHONE: .....

ADDRESS: .....

EMAIL: .....

All second-hand items are submitted pursuant to the terms and conditions as set out on the back of this form.

Nominated Bank Account (for Families that have left the College)

BSB: \_\_\_ - \_\_\_ Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

QUANTITY	DESCRIPTION OF GOODS	Office Use Only
		VALUE

I agree to accept the College's *Conditions of Acceptance* as outlined over the page and authorise the College to determine the purchase price of any items purchased by the College.

Signed ..... Date .....

## CONDITIONS OF ACCEPTANCE OF SECOND-HAND ITEMS FOR RESALE

1. Items for resale (second-hand items) are to be left at the Uniform Shop during opening hours.
2. Opening hours for the Uniform Shop, during Term time are as follows:  
Monday, Wednesday and Friday: 7:45am to 3:45pm. Closed between 12:00pm and 1:00pm

### UNIFORMS:

1. Items must be clean, pressed and/or dry cleaned, and in good repair.
2. The Uniform Shop reserves the right to reject uniform items that are received in an unsatisfactory condition. If you are uncertain as to whether an item will be rejected, please ask at the time the item is left at the Uniform Shop for resale.
3. Items will be rejected by the Uniform Shop, if they are:
  - dirty
  - stained
  - faded
  - in need of repair (such as pleats/seams are undone)
  - not current uniform items and/or
  - deemed for any other reason by the Uniform Shop staff to be unsatisfactory for resale.
4. The Uniform Shop, for hygiene reasons is unable to accept socks and swimwear for resale. Any of these items left at the Uniform Shop will be disposed of.
5. The Uniform Shop will determine the price for an item based on the condition of the item.
6. Parents will be advised by EMAIL what items have not been accepted for resale. These items can be collected from the Uniform Shop. Any item not collected within 14 days of the email will be disposed of by the College.

### BOOKS:

Books submitted for re-sale must be:

- in excellent condition
- free of any writing or graffiti
- current edition only and appear on the current booklist.

Parents will be advised by EMAIL what items have not been accepted for resale. These items can be collected from the Uniform Shop. Any item not collected within 14 days of the email will be disposed of by the College.

The Uniform Shop will sell the books on a consignment basis and will only be making payment for the books, if and when sold.

### PAYMENT:

1. The purchase price will appear as a credit on your College Statement of Account.
2. If any fees remain outstanding, the proceeds of any sale will be applied to the payment of the outstanding account and the remaining balance, if any, will be deposited to the account nominated on this form.
3. It is the responsibility of each family to ensure that the College's Administration Office has up-to-date contact information. Changes to contact information can be made through Parent Lounge or by contacting the College Administration Office on 3287 0000.