**CPS - SECOND HAND UNIFORM SHOP**

**Items Received Confirmation**

*Please complete Section A and Columns 1 and 2 and then hand this form in together with the items you wish to be sold. Failure to complete this form will mean that ALL items will be returned to you for re-submission. Column 3 is to be completed by the Second Hand Uniform Shop.*

*Please ensure that items are named, in good condition, and are clean and ironed/dry cleaned. Unnamed items which are in a good saleable condition will be donated to the shop and all proceeds of sale shall be retained by the PTA. Any items (whether named or not) which are in an unsaleable condition (as decided by the PTA at its sole discretion) shall not be accepted for sale.*

**Section A – Please complete ALL boxes.**

|  |
| --- |
| **Date Dropped off:** |
| Name of Parent: | Name of Child(ren) |
| Contact Tel No.: | Contact Email: |

* ***Please tick if you want to donate everything to the PTA***
* ***Please tick if you are happy for us to simply discard any unsalable items without further notice to you***

**Section B – Please complete column 1 and 2.**

|  |  |  |
| --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3 – Shop to complete**  |
| **Items to be sold** | **Size** *(if applicable)* | **Accepted/Donated/Returned** |
| *e.g Polo shirt* | *28”* | *A D RNS RNC* |
|  |  | A D RNS RNC |
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|  |  | A D RNS RNC |

Signed:……………………………………………………………. (Seller)

A Accepted for sale (Name labelled and in good saleable condition)

D In good saleable condition but not name labelled – thank you for your donation

RNS Returned - Not in good saleable condition

RNC Returned – Not current uniform