**CPS SECOND-HAND UNIFORM SHOP - Items Received Confirmation**

***Please complete Section A, columns 1 and 2 and 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 UNIFORM SHOP. Please ensure that items are NAMED, in GOOD CONDITION and are clean/ironed/dry cleaned. Unnamed items which are in a good sellable condition will be deemed 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 and will be taken to the recycling centre.***

**WE DO NOT ACCEPT THE FOLLOWING ITEMS – School Shirts, Greys Shorts & Trousers, Judo Kits,**

**Girls Navy Tights & Socks, Black School Shoes & Plimsoles, Cricket Shirts & House Polo Shirts**

**SECTION A – PLEASE COMPLETE ALL BOXES**

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

**SIGNED BY SELLER ………………………………………………………………………………………………………………………………………………**

* **Please TICK HERE, should you wish to donate everything to the PTA. Please ensure all labelling removed if donating.**
* **Please TICK HERE to accept you understand that we will simply discard and recycle any unsalable items without further notice to yourself.**

**SECTION B – PLEASE COMPLETE COLUMN 1 & 2**

|  |  |  |
| --- | --- | --- |
| **Column 1 –**  **SELLER TO COMPLETE** | **Column 2 –**  **SELLER TO COMPLETE** | **Column 3 –**  **SHOP TO COMPLETE** |
| **Items to be sold** (*e.g Polo Shirt)* | **Size** *(if applicable)* | **Accepted/Donated/Disposed** |
|  |  | *A D DNRC DNCU* |
|  |  | A D DNRC DNCU |
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|  |  | A D DNRC DNCU |

**A Accepted for sale - Name labelled clearly and in good sellable condition.**

**D Donated - Name label removed and in good sellable condition. Thank you for your donation.**

**DNRC Disposed - Not in resalable condition.**

**DNCU Disposed – Not current uniform.**