

# The College PTA

## Second-hand Sale

# SELLER FORM



### INSTRUCTIONS

- Please complete form fully and hand into the Claires Court School Office with labelled clothes using safety pins.
- Please ensure that all clothes are in nearly new condition, on hangers, cleaned and pressed.
- We will hold the items in stock until sold, or a maximum of one year.
- All items are sold at the current College PTA Second-hand price list.
- The PTA retains 50% of the selling price of all items sold.
- If you wish to donate the uniform items, please indicate on this form and the labelled clothes. Otherwise we will pay by PTA cheque after selling your items.
- Whilst every care will be taken, the PTA accepts no responsibility for loss or damage.

<b>Name of Pupil:</b> _____	<b>Current Year:</b> _____
<b>Parent Name:</b> _____	
<b>Address:</b> _____	
<b>Phone #:</b> _____	<b>Email:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____

NO	DESCRIPTION OF ITEMS	SIZE / AGE	PTA USE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Additional items - Please list on the reverse side of this sheet**

**PLEASE TICK THE BOX IF YOU WISH TO DONATE ITEMS IF NOT SOLD**