

# Ben Franklin Academy Uniform Consignment Sale

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**Date: Saturday, May 19th, 2018**

**Time: 9:00am-11:00am**

**Place: Lightning Gym**

**Payment: Will accept cash and checks only**

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Please drop off your items and the inventory sheet at the school before May 17th.

Email [stephanie.m.ortiz@gmail.com](mailto:stephanie.m.ortiz@gmail.com) to make other arrangements if necessary.

## Instructions:

1. Please complete the provided Inventory Form prior to your clothing items being accepted at the drop-off location. Please include your name, address, and family number on the form  
-- **required to send you a check.**
  - Place the inventory Form in your bag of clothes.
2. To tag your items:
  - Cut a 3x5 index card in half.
  - Label each card with the sale date, your family number, item size, item description, and price. Any items NOT labeled properly will not be included in the sale. Please see the example tag.



**Please safety pin the tag to each garment. We cannot accept sticky labels, tape, or staples. Each tag must be pinned to the right-hand side of the garment.**

3. All unsold items will be available for pickup from 12:00-1:00pm after the sale.
  - Include on the Inventory Form if you would like to donate your proceeds or unsold items to the PTO.
  - Money will be mailed to you via check.
    - \* BFA PTO is not responsible for any missing, lost, or misplaced items.
    - \* BFA PTO receives 30% of all sales.

## FAQs:

**Do I need to hang my items?** No. We will provide hangers if needed.

**How do I price my items?** Pricing is completely up to you. There is a retail price sheet found on the BFA webpage. You can use that as a starting point to know what the items cost brand new, then discount based on condition and wear and tear. We have also provided a suggested guideline for pricing.

**Questions?** Email Stephanie Ortiz at [stephanie.m.ortiz@gmail.com](mailto:stephanie.m.ortiz@gmail.com)