

Ben Franklin Academy

Uniform Consignment Sale

USED UNIFORM
SALE

Date: Saturday, May 18th, 2019

Time: 9:00am-11:00am

Location: Lightning Gym


Payment: Will accept cash and checks only

Please drop your items off with the inventory sheet at the school on or before May 16th.

Instructions:

1. Please complete the provided Inventory Form with your clothing items you wish to sell and drop off at the school. 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. **Items without an inventory form will not be accepted!**
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.

12/9/2017
#5555
- 6x
- Plaid Skirt
- \$10.00



**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.**

NOTE: Please make sure all of your items are clean prior to selling.

3. **All unsold items will be available for pickup from 12:00-1:00pm after the sale. No items will be saved after the designated pickup time unless pre-arranged.**
 - 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 Pam Sammartino at randpsam@yahoo.com
or Stephanie Ortiz at stephanie.m.ortiz@gmail.com