Ben Franklin Academy Uniform Consignment Sale

Date: Saturday, May 8th, 2021 Time: 10:00am-12:00pm

Location: outdoor courtyard between the gyms

Please drop your items off with the inventory sheet at the school between May 3-6. 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.

***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.

All unsold items will be available for pickup from 1:00-2:00pm 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.

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 oncondition and wear and tear.

Questions? Email Nicole Hayes celect?@gmail.com



Ben Franklin Academy Uniform Consignment Inventory Form

TOTAL Amount for All Items UNIT PRICE TOTAL PRICE Br: Brown Br: Black N: Navy K: Khaki V: White R: Red P. Plaid TOTAL Items **COTAL:** Z Z Z Z 3 3 3 3 α α α α Z Z Z Z 3 3 3 3 α α α α 7 7 7 7 7 7 7 7 7 0 0 0 0 7 7 7 7 5 5 5 5 ¥ 2 Δ ۵. Phone Number: I wish to donate any UNSOLD items to BFA. Polo (2 button Long Steevel Polo (2 button Long Steevel Polo (2 button Long Steevel Polo (2 button Short Sleeve) Polo (2 button Long Sleevel Peter Pan (Short Sleeve) Peter Pan (Short Sleeve) Peter Pan (Long Sleeve) Peter Pan (Long Sleeve) Jumper Jumper Jumper Jumper Pants Shorts Shorts Shorts Family Number: Pants Pants Pants Skort Skirt Skirt Girts Zib TOTAL TOTAL PRICE SIZE UNIT PRICE TOTAL PRICE COLOR SIZE UNIT PRICE TOTAL PRICE ** Not providing this information may cause a delay in your check being mailed. SIZE UNIT PRICE I wish to donate 100% of my clothing sales to BFA. Last Name: TOTAL: TOTAL TOTAL: COLOR 2 2 2 2 3 3 3 3 4 4 4 4 2 2 2 2 2 3 3 3 2 2 2 2 COLOR z z z 2 2 2 E zz z z z y z |> Polo (3button Long Sleeve)
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o (3 button Short Sleeve)
o (3 button Short Sleeve) Cardigan Sweater (V-Neck) Pullover Sweater (V-Neok) Short Sleeve Oxford Shirt Long Sleeve Oxford Shirt Sweater Vest (V-Neck) Leather Belts Shorts Shorts Shorts Pants Pants Pants Pants First Name: Parts 888 Address: QTY QTY QTY TOTAL: TOTAL: TOTAL:

TOTAL Amount for Reimb.