



Uniform Consignment Sale

Date: Saturday, October 2, 2021

Time: 10:00am-12:00pm

Location: Outdoor Courtyard between the Gyms

Tagging Instructions:

1. Get your supplies and organize your sale items

- ⇒ You'll need 3x5 index cards and safety pins (about 1" long works well).
- ⇒ Wash and freshen up the items you'd like to sell. **Items in poor condition or unwashed cannot be accepted.**
- ⇒ Make a copy of these Instructions and the attached Inventory Form.
- ⇒ Pricing is up to you and usually based on condition and wear and tear. An Estimated Retail Price Sheet on the BFA website (Committees/PTO/Uniform Buyback Sale) gives you a general price range based on cost if the items were purchased brand new.

2. Tag your items

- ⇒ Create a "tag" by cutting a 3x5 index card in half.
- ⇒ Label each tag with the sale date, your Family Number*, size, item description, and price. **Garments not labeled properly and those with tags affixed with sticky labels, tape, or staples will not be accepted.**
- ⇒ Safety pin the tag to right-hand side of each garment.
- ⇒ Fold your items to bring to the sale.

3. Complete the attached Inventory Form

- ⇒ Include your Name, Address, and Family Number*. **These are needed to send you a check.** 😊 😊
- ⇒ Indicate on the Form if you would like to donate your proceeds or unsold items to the PTO.
- ⇒ Clearly itemize each item you wish to sell. Make yourself a copy of the Inventory Form if you'd like.
- ⇒ Place the Inventory Form in your bag or box of clothes. **Items without an Inventory Form cannot be accepted!**

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

4. Uniform Drop-off:

- ⇒ Please drop-off your consignment items with your completed Inventory Form at BFA from **Monday, September 27 to Thursday, September 29, 2021.**

5. After the sale:

- ⇒ All unsold items you are not donating and would like back will be available after the sale from 1:00-2:00. **No items will be set-out for pick-up after this time unless pre-arranged.**
- ⇒ You will receive your consignment funds via check. BFA PTO receives 30% of all sales.
- ⇒ **BFA PTO is not responsible for any missing, lost, or misplaced items.**

Questions? Email Kristin McGeary at kevmcgeary@aol.com



* Your Family Number is on your Carpool tag.

Ben Franklin Academy Uniform Consignment Inventory Form

**** Not providing this information may cause a delay in your check being mailed.**

First Name: _____ **Last Name:** _____ **Family Number:** _____ **Phone Number:** _____
Address: _____ **City:** _____ **Zip:** _____

Key:
N: Navy
K: Khaki
W: White
R: Red
P: Plaid
B: Brown
Bl: Black

I wish to donate 100% of my clothing sales to BFA.

I wish to donate any UNSOLD items to BFA.

Boys				
QTY	ITEM	COLOR	SIZE	TOTAL PRICE
	Pants	N K		
	Pants	N K		
	Pants	N K		
	Pants	N K		
	Pants	N K		
	Shorts	N K		
	Shorts	N K		
	Shorts	N K		
	Shorts	N K		
	Short Sleeve Oxford Shirt	W		
	Long Sleeve Oxford Shirt	W		
TOTAL:				

Unisex				
QTY	ITEM	COLOR	SIZE	TOTAL PRICE
	Polo (3 button Short Sleeve)	R W N		
	Polo (3 button Short Sleeve)	R W N		
	Polo (3 button Short Sleeve)	R W N		
	Polo (3 button Short Sleeve)	R W N		
	Polo (3 button Long Sleeve)	R W N		
	Polo (3 button Long Sleeve)	R W N		
	Polo (3 button Long Sleeve)	R W N		
	Polo (3 button Long Sleeve)	R W N		
	Pullover Sweater (V-Neck)	R N		
	Cardigan Sweater (V-Neck)	R N		
	Sweater Vest (V-Neck)	R N		
	Leather Belts	Br Bl		
TOTAL:				

Other				
QTY	ITEM	COLOR	SIZE	TOTAL PRICE
TOTAL:				

Girls					
QTY	ITEM	COLOR	SIZE	UNIT PRICE	TOTAL PRICE
	Polo (2 button Short Sleeve)	R W N			
	Polo (2 button Short Sleeve)	R W N			
	Polo (2 button Short Sleeve)	R W N			
	Polo (2 button Short Sleeve)	R W N			
	Polo (2 button Long Sleeve)	R W N			
	Polo (2 button Long Sleeve)	R W N			
	Polo (2 button Long Sleeve)	R W N			
	Polo (2 button Long Sleeve)	R W N			
	Peter Pan (Short Sleeve)	W			
	Peter Pan (Short Sleeve)	W			
	Peter Pan (Long Sleeve)	W			
	Peter Pan (Long Sleeve)	W			
	Jumper	P			
	Jumper	P			
	Jumper	P			
	Jumper	P			
	Skirt	P K N			
	Skirt	P K N			
	Skirt	P K N			
	Skirt	P K N			
	Skirt	P K N			
	Skirt	P K N			
	Skirt	P K N			
	Skirt	P K N			
	Pants	N K			
	Pants	N K			
	Pants	N K			
	Pants	N K			
	Shorts	N K			
	Shorts	N K			
	Shorts	N K			
	Shorts	N K			
TOTAL:					

TOTAL Items

TOTAL Amount for All Items

For Uniform Staff Only

TOTAL Items Sold

TOTAL Amount for Reimbursement