



# Uniform Consignment Sale

Date: Saturday, March 26, 2022

Time: 10:00am-12:00pm

Location: Outdoor Courtyard between the Gyms

## Instructions:

### 1. Get your supplies and organize your sale items

- ⇒ You'll need 3x5 index cards and safety pins (pins about 1" long work 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 the BFA front office from **Monday, March 21 to Thursday, March 24, 2022.**

### 5. After the sale:

- ⇒ All unsold items you would like returned to you will be available after the sale from 1:00-2:00. Please mark the box on the Inventory Form if you'd like your items returned. **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](mailto: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: \_\_\_\_\_

<b>Key:</b>	
<b>M:</b>	Navv
<b>K:</b>	Khaki
<b>W:</b>	White
<b>R:</b>	Red
<b>P:</b>	Plaid
<b>Br:</b>	Brown
<b>Bl:</b>	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	UNIT PRICE	TOTAL PRICE
	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			
<b>TOTAL:</b>					

Unisex					
QTY	ITEM	COLOR	SIZE	UNIT PRICE	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			
<b>TOTAL:</b>					

Other					
QTY	ITEM	COLOR	SIZE	UNIT PRICE	TOTAL PRICE
<b>TOTAL:</b>					

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			
	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			
	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			
<b>TOTAL:</b>					

	<b>TOTAL Items</b>		<b>TOTAL Items</b>	
	<input type="text"/>		<input type="text"/>	
<b>TOTAL Amount for All Items</b>				
For Uniform Staff Only	<input type="text"/>	TOTAL Items Sold	<input type="text"/>	TOTAL Amount for Reimbursement