

The Mueller Shop **Second Hand Uniforms Terms & Conditions of Sale**

Mueller College is pleased to provide a second hand uniform service to our school community. The Mueller Shop is located at N Block, next to Student Services and is open during term time on Tuesdays 7.45am to 12pm & 2pm to 3.30pm and Thursdays 7.45am to 12pm. The Shop is also open from 2pm to 4pm on the first trading day of each school term.

Contact Details during shop hours: phone: (07) 3897 2767
email: uniforms@mueller.qld.edu.au

Second hand items are accepted on consignment for a period of one (1) year. Prices are set by The Mueller Shop staff in accordance with item quality, sales and demand, and can be adjusted at six (6) monthly intervals if required. A consignment charge of 20% will be deducted off the price set on the items, after they are sold.

All items submitted for sale are subject to the following standards and considerations. Only those items which pass these criteria will be accepted for sale:

1. Items are the current school uniform.
2. Items are freshly washed and ironed and in good condition.
3. All pockets have been checked and cleaned.
4. The buttons, clasps and zips are present and in working order.
5. There is no damage to the item (e.g. holes, tears, pilling, fraying, stitching or hems undone).
6. There have been no significant alterations of the items.
7. Some marks such as stains, ink marks, discolouration or yellowing may be accepted pending decision by The Mueller Shop staff.

The Mueller Shop staff reserve the right to assess each item and refuse items not meeting these criteria. The Mueller Shop may also refuse items that are deemed to be in abundant supply. All decisions made regarding uniform submission are final.

In addition, items not accepted for sale include but are not limited to: non-school branded items, used socks, shoes, stationery and books.

Items left for sale must be placed in a labelled bag and accompanied by a "Second Hand Uniforms for Sale" form. Items can be left at The Mueller Shop during shop hours. Items must not be left unattended when the shop is closed. The form is available from The Mueller Shop or online at the school website. The form must be completed in full including family details, email address, preferred payment method, preferred action for items that are deemed unsuitable for sale or that are unsold after 12 months. Items must be listed individually on the form. Note, pricing of items will be set by The Mueller Shop. Any items received without the necessary paperwork, will be considered a donation.

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Payment methods include: Credit to School Fees, Credit to Purchases at The Mueller Shop, Donation to Mueller College or Direct Deposit to a Bank Account.

Payments will be processed in accordance with instructions left on the "Second Hand Uniforms for Sale" form. If no instructions have been advised, payment method will default to "Credit to Purchases at The Mueller Shop".

Where the preferred payment method is via "Direct Deposit to a Bank Account", The Mueller Shop will send an email to the contact details on the "Second Hand Uniforms for Sale" form, to obtain bank details once credit is available for payment.

For any queries relating to payments made to school fees or direct deposit, please contact the school Accounts Manager.

If your contact details change, it is your responsibility to notify The Mueller Shop of the new contact details. In the event that The Mueller Shop does not receive a reply to emails after the items have been left with The Mueller Shop for one (1) year, a final email will be sent to the contact details on record. If no further communication is received, any unclaimed credit will be moved to donations and any unsold or unclaimed items will be donated. The Mueller Shop reserves the right to apply credit towards any outstanding accounts within the school.

Items that are not suitable for sale or remain un-sold after 12 months will be addressed as per instructions left on the "Second Hand Uniforms for Sale" form. If the form is incomplete or instructions have not been provided, items will be donated for use within the school.

Whilst every care will be taken, no responsibility will be accepted for any missing or damaged items.

The above guidelines are produced to ensure the highest possible standard of uniform is available to our students while maintaining school requirements.