

## 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 8am to 11am and Thursday 8am to 11am.

Contact Details during shop hours: phone: (07) 3897 2767

email: [uniforms@mueller.qld.edu.au](mailto:uniforms@mueller.qld.edu.au)

All second hand items are accepted on consignment for a period of one (1) year. All 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% on all uniforms sold with the exception of hats which is 25% to allow for the additional cost of processing. The consignment charge will be deducted off the price set on the items.

All clothing submitted for sale is subject to the following standards and considerations. Only clothing which passes 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 (eg. holes, tears, pilling, fraying, stitching or hems undone).
6. There have been no significant alterations of the items.
7. Blazers must be dry cleaned with the cleaners tag still attached.
8. Slight marks such as stains, ink marks, discolouration or yellowing may be accepted pending decision by The Mueller Shop staff.
9. If placing hats for sale please understand that hats will be kept in isolation area for 10 days for the prevention of possible spread of headlice - refer to the 'Sale of second hand hat policy'.

The Mueller Shop staff reserve the right to assess each item and refuse items not meeting these criteria. We 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 include but are not limited to: non-school branded items, socks, shoes, stationery, books, old style uniforms (not current), subject or speciality uniforms.

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.

Payment methods include: Credit to School Fees, Electronic Refund to Debit or Credit Card, Credit to Purchases at The Mueller Shop, Donation to Mueller College.

The Mueller Shop processes payments on the 3<sup>rd</sup> week of each month during term time. Payments will be processed in accordance with instructions left on the Second Hand Uniforms for Sale form. If no instructions have been advised, The Mueller Shop will send an email query for payment method. After two (2) successive emails without reply, outstanding credit will be moved to donations. If your child is no longer at the College, it is your responsibility to notify The Mueller Shop of any change to your contact details. We reserve 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 the College standard.

I have read, acknowledge and accept the Terms & Conditions of Sale.

Signature: .....

Date: .....

Name: .....