

## SECOND HAND SHOP GUIDELINES

- 1 Please do not drop off bags when the shop is closed, or leave them outside.
- 2 Please do not hand in clothes that you would not be happy to buy yourselves. We reserve the right not to accept your items if they have holes, rips, missing buttons or zips or are in an unsaleable state when we inspect them.
- 3 We are not able to return items that are given to us in unsaleable state and we reserve the right to dispose of them.
- 4 We are happy to stock all items of current Dulwich Prep uniform. In addition, we have the following in stock at the shop:
  - Football Boots
  - Running Spikes
  - Astro Boots
  - Ballet Uniform for the classes held at school (pale blue colour)
  - Ballet Shoes
  - Jazz Shoes for the 'Creative Dance' classes held at school
  - We also have a small quantity of hiking boots for camping and Snowdon trips
- 5 We are open on Wednesday morning from 08.15 to 09.30 and on Friday between 2.30 and 4.00 pm.
- 6 If you do drop off items at these times please make sure we have inspected the items before you leave them with us.
- 7 Outside shop hours we can be reached via email on [shus@dulwichprepcranbrook.org](mailto:shus@dulwichprepcranbrook.org). If you are desperate for an item of second hand uniform we will do our best to see if we can find it in the shop.
- 8 Prices – Generally we sell all items at 50% of the new price. We reserve the right to reduce that price slightly if we deem it still saleable but not 'best' quality.
- 9 We will aim to pay any commission due within 2 weeks of the end of each term. In order to be paid you will need to complete a 'Payment' form available directly from the shop or online at the Dulwich website.
10. If you have ever donated items to Second Hand Uniform, in the past, then please fill out of the 'Payment' form to ensure you receive payment for anything that sells.
11. In order for us to pay you for your sold items, you must sign a completed Commission Form and hand it in to us
12. Any sales made without a completed Payment Form will not be eligible for commission payments. We will make a good-faith effort to contact individuals where there is no

Commission Form; however, if this is unsuccessful after 12 weeks any commission will be forfeited.

13. Any item given for sale at the second hand shop becomes the sole property of the second-hand shop.
14. We retain the sole right to determine sale price of any items for sale in the shop.
15. We cannot accept any liability for any loss or damage, howsoever caused, of any item left for sale at the second-hand shop
16. You may request the return of any unsold items at any time, upon presentation of the item at the till. i.e. you must locate the item in the shop and bring it to us - we are unable to search for your unsold items.