

CONSIGNMENT CLOTHING INFORMATION FORM

The Guild Shop at Bayview Glen accepts ONLY the following items for consignment:

Girls and Boys Green & Navy Blazers

Girls Tartan Tunics & Kilts

Items are personally delivered to either the Lower or Upper School Guild Shop during Opening Hours

We accept consignment clothing under the following conditions:

Items are dry-cleaned & ensured that all buttons and crest are on the item

Items are in good condition (No rips or stains)

Items are priced by consignment convenor: HALF of the proceeds go to consignee upon sale of the items and the other half of the proceeds go to Bayview Glen.

ALL **BOLDED** AREAS MUST BE FILLED OUT BELOW IN ORDER FOR CONSIGNMENT ITEMS TO BE PROCESSED & PROCEEDS TO BE SENT OUT TO CONSIGNEE (the parent or student).

DATE of items brought in: _____

STUDENT FIRST NAME: _____ **STUDENT LAST NAME:** _____

Email Address: _____

Description of Items **SIZE**

1. _____

2. _____

3. _____

4. _____

5. _____

FOR OFFICE USE ONLY:

FAMILY # _____

PRICE	DATE SOLD	ITEM #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CHEQUE payable to: (Please indicate Mr. Mrs. or Ms.) _____

PRINT CLEARLY

ADDRESS: _____

CITY: _____ **TEL #:** _____

POSTAL CODE: _____

****Please note that the Guild Shop will keep all consignment items in the inventory for ONE year. Items will be sold as donated items after one year from the date you have consigned as noted.****

SIGNATURE _____

(I have read and agreed to the Bayview Glen Guild Shops consignment procedures & policies)