

# Ben Franklin Academy Uniform Consignment Sale

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**Date:** Saturday, December 10th, 2016

**Time:** 9:00am-11:00am

**Place:** Gym

Payment: Cash and Checks will be accepted. We will not be able to accept credit cards.

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Please drop off your items and the inventory sheet to Carley Robertson, at the school, before December 9th. Email [crobertson@bfacademy.org](mailto:crobertson@bfacademy.org) to make other arrangements.

## Instructions:

1. Please use the provided Inventory Form. You must complete the Inventory Form prior to your clothing items being accepted at the drop-off location. Please include your name, address, and family number -- needed in order to send you a check.

- All unsold items will be returned to your student after the sale.
- Please include on the Inventory Form if you would like to donate your proceeds or donate your unsold items to the PTO.
- Place the inventory Form in your bag of clothes.

2. To tag your items:

- Cut a 3x5 index card in half.
- Label each card with your family number, item size, item description, and price. Any items NOT labeled properly will not be included in the sale. Please see the example tag.



#5555
- 6x
- Plaid Skirt
- \$10.00

**Please safety pin the tag to each garment. We cannot accept sticky labels, tape, or staples. Each tag must be pinned to the right hand side of the garment.**

3. Unsold items will need to be picked up after the sale. Please see the newsletter for more information regarding this. Money will be mailed to you via check.

- \* BFA PTO is not responsible for any missing, lost, or misplaced items.
- \* BFA PTO receives 30% of all sales.

FAQs:

**Do I need to hang my items?** No. We will provide hangers if needed.

**How do I price my items?** Pricing is completely up to you. There is a retail price sheet found on the BFA webpage. You can use that as a starting point to know what the items cost brand new, then discount based on condition and wear and tear.

Questions? Email Carley Robertson at [crobertson@bfacademy.org](mailto:crobertson@bfacademy.org)