

# Friends of Ipswich School - Secondhand Uniform Shop

## CONDITIONS OF SALE & PRIVACY NOTICE

- ❖ FOIS shall be allocated 30% commission on the sale price of each item.
- ❖ Each item must be clearly labelled using the FOIS Secondhand Uniform Shop labels, including the seller's number. Before submitting items for sale, new sellers should request a seller's number via email ([sales@friendsofipswichschool.co.uk](mailto:sales@friendsofipswichschool.co.uk)), although please note that this email is reviewed periodically by volunteers so you will not receive a response by return.
- ❖ Unlabelled individual items and/or those not accompanied by a FOIS label will be assumed to be donated and 100% of sale proceeds will be allocated to FOIS.
- ❖ Only items that are of excellent or good saleable quality and referred to in the FOIS Price List will be accepted for sale.
- ❖ Most items will be deemed to be of good quality.
- ❖ For an item to be categorised as 'excellent' it must be effectively in mint condition, ie as good as new.
- ❖ Items must be priced in accordance with the current FOIS Price List.
- ❖ The FOIS sales team has absolute discretion to override the seller's categorisation of the condition of an item offered for sale and the price in order to comply with the current FOIS Price List. Items falling below excellent or good quality or which are not current School uniform will not be put out for sale and FOIS are entitled to dispose of items without reference to the seller.
- ❖ Intimate items are not accepted for sale i.e. those which have skin contact with intimate parts of the body eg box pants, cricket boxes and swimming attire.
- ❖ Old style uniform items (main and sports uniform) are not accepted for sale.
- ❖ Unsold items will be retained and will put out for sale in the FOIS shop and/or the Summer Sale or other ad hoc sales.
- ❖ Sellers whose items have sold (via the FOIS Shop and/or the Summer Sale or other ad hoc sale) and whose contact information is legible and current shall be notified periodically and arrangements will be made for remittance of the proceeds via bank transfer or cash. Payments are typically made twice a year.
- ❖ Unless ongoing contact details have been provided, the proceeds from items sold after a family leaves Ipswich School will be allocated 100% to FOIS.
- ❖ Remittances that remain unclaimed (i.e. not collected or no valid contact details and/or bank details provided) for six months from notification will be allocated 100% to FOIS activities.
- ❖ The seller agrees that FOIS may use and store the seller's information shown on sales labels, the Seller Sales Form and given to FOIS by the seller in any email communication about the sales (e.g. payment transfer information) strictly for the purposes of administering the sales, including liaising with FOIS volunteers, the School and contacting and making payments to the seller.
- ❖ FOIS and Ipswich School accept no liability for the loss, non labelling or incorrect labelling of items submitted for sale Thank you for supporting the school community through the FOIS sales

# FOIS SECONDHAND UNIFORM SHOP ITEM LABELS

## FOIS SALE LABEL

(to be read with conditions of sale)

**Seller surname:**

**FOIS Seller #:**

**Condition:**

*Circle which applies*

**Good / Excellent**

**Price\*:**

**Size:**

\* To be added from FOIS shop price list unless item type does not appear. But please check item is sold by the shop

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