

BEN FRANKLIN ACADEMY USED UNIFORM SALE

Date: Saturday, January 10, 2015

Time: 9:00 am – 11:00 am

Place: Middle School Commons

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

Drop off your items at BFA Office by Wednesday, January 7th at 12 noon along with the Inventory Form.

Instructions:

1. Please use the provided Inventory Form. Complete the form in black or blue ink. 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.
 - a. Please indicate on the Inventory Form if you would like to donate your proceeds or donate your unsold items to the PTO.
 - b. Place the Inventory Form in your bag of clothes.
 - c. Place tagged clothing items in the blue bin in the front office.
2. To tag your items:
 - a. Cut a 3" x 5" index card in half.
 - b. Label each section with your family id number, item size, item description, and price. Any items NOT properly marked will not be included in the sale. Please see the example tag.

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

3. Unsold items will be sent home with students. 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.

Questions? – email
Kimberly_blum@hotmail.com

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

