

# BEN FRANKLIN ACADEMY USED UNIFORM SALE

**Date: Saturday, May 21, 2016**

**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 **Thursday, May 19th** 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. Checks will be mailed a couple weeks after the sale. Checks are processed by a parent volunteer and it is summer so vacations and things may slow things down.
  - 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 half 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.**

\*BFA PTO is not responsible for any missing, lost, or misplaced items.

\*BFA PTO receives 30% of all sales.

Questions? – email [crobertson@bfacademy.org](mailto:crobertson@bfacademy.org)

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

