

DROP-OFF INSTRUCTIONS

Step 1: Fill out Uniform Drop-Off sheet (next page) with your information and item count.

Step 2: Attach a Tag (found on last page) to EACH item in a VISIBLE location using a safety pin. No tape or straight pins. Each tag must contain the following information:

1. Clothing Code (found on Drop-Off sheet)
2. Size (Youth/Adults S, M, L, XL or size number)
3. Price (found on Drop-Off sheet)
4. Your Name (Last, First)

Step 3: Drop off Clean Clothing (folded-no hangers)/ Uniform drop-Off Sheet at the times below.

Drop Off Date	Time	Location
Wednesday May 26th	7:30 A.M. – 9:00 A.M.	Outside Gymnasium
Thursday May 27th	7:30 A.M. – 9:00 A.M.	Outside Gymnasium

Pick up Funds at the times listed below

Pick Up Date	Time	Location
Thursday August 19th	7:30A.M. - 9:00 A.M.	Outside Gymnasium
Friday August 20th	7:30 A.M. - 9:00 A.M.	Outside Gymnasium

Proceeds NOT picked up by end of the day Monday August 23rd, will be available at the Front Desk until Friday August 27th, 2021; there after the proceeds will be donated to PTP.

If you have any questions, please contact Joya Wilkerson at: akajw@msn.com.

Uniform Drop-Off Sheet

CLOTHING MUST BE CLEAN AND FOLDED WITH TAGS ALREADY

PINNED, TO BE ACCEPTED

Name (Last, First): _____

(As it appears on each tag)

Phone Number: _____ Mailing address _____

Email: _____

Item Count	Clothing Code	Clothing Description	Price
	SS	Short Sleeve Polo (Black, Teal, White)	\$7.00
	LS	Long sleeve Polo	\$7.00
	PE	PE Shorts / PE T-Shirt	\$7.00
	SH	Shorts	\$7.00
	SP	Spirit Wear	\$7.00
	OX	Oxford Shirt	\$10.00
	PT	Pants	\$10.00
	SK	Skirt	\$10.00
	A-SK	A-Line Skirt	\$10.00
	SOR	Skort	\$10.00
	JP	Jumper / T-Shirt Polo Dress	\$10.00
	S	Sweatshirt	\$10.00
	TS	Team Sports	\$10.00
	SW	Sweater	\$15.00
	FJ	Fleece Jacket	\$20.00
	WJ	Windbreaker Jacket	\$20.00
	HD	Hoodie	\$20.00
	TOTAL COUNT		

Unsold Items will not be returned. All uniforms will be kept on consignment to sell for 2 consecutive years. After the summer of 2023 all unsold items will be donated to the PTP.

Donated clothing is made available to Providence's families in need and used throughout the year by school offices.

Conditions: Funds will be available for pick up on August 19th and 20th at 7:30 AM until 9:00AM. Funds Not Picked-Up by August 27th by 3PM will be Donated to PTP.

PTP will deduct a 50% commission from your total sold amount.

Agreements: I agree to the conditions outline above. I agree and authorize the PTP/Providence School to DONATE any remaining clothes August of 2023. PTP/Providence School is not responsible for any lost or damaged clothing.

Signature

Code _____ Size _____ Price \$ _____ Name _____ 2021-2023	Code _____ Size _____ Price \$ _____ Name _____ 2021-2023	Code _____ Size _____ Price \$ _____ Name _____ 2021-2023	Code _____ Size _____ Price \$ _____ Name _____ 2021-2023
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