

## ST FRANCIS CATHOLIC COLLEGE UNIFORM SHOP

### WINTER UNIFORM FITTING INFORMATION

Phone: (02) 8073 7419 / Email: [sfcc@noone.com.au](mailto:sfcc@noone.com.au)

Winter stock is now arriving in the Uniform Shop. To assist families we offer the following service to accommodate the purchase of your winter items. Any queries please call Sandra at the Uniform Shop or on mobile 0400 707 056.

#### VISIT THE SHOP

- You and your child are very welcome to come to the shop through our normal trading hours of Monday 8am – 1pm and Wednesday 12.30pm – 4pm.
- It is preferred children are not taken out of class but visit the shop before and after school and during break times for the Middle School.

#### PHONE ORDERS

- Phone orders can be taken through business hours by calling us on (02) 8073 7419
- The items will be packed and sent home with your child
- Blazers are to be fitted for the child so phone orders for Blazers cannot be taken unless the child has been fitted prior by a Noone staff member

#### WINTER UNIFORM ORDER SHEET

- The Uniform Order Sheet has been emailed to you
- Please complete the form and indicate payment option
- Return the form via the St Francis College office
- We will allocate the stock as indicated on the form
- Please provide us with your best contact number and we will contact you for payment
- After payment is made we will send the items home with you child
- Please try on the items and if you require an exchange for another size please return it to us

#### RETURNS/EXCHANGES

- We gladly return or exchange any unworn item where tags are still attached
- If your purchasing option was via the order sheet we can assist with returns as per below:
  - send the item back to the College in the plastic bag with your child's name and class marked clearly on the bag
  - please complete the return slip attached
- The preferred size will be placed in the bag and returned to your child the next day we are open
- The item will be in your child's school bag that evening

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#### RETURN/EXCHANGE SLIP

Childs Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Child's Class: \_\_\_\_\_ Parent Contact Phone No: \_\_\_\_\_

Item(s) Returning: \_\_\_\_\_

Exchange: (please circle)      Next Size Up      Next Size Down      Other: (please advise in comments)

Comment: \_\_\_\_\_