



Richmond Primary School Uniform Shop Order Form

Student's Name:	Date:
Teacher's Name:	Payment: Cheque / Cash / Credit Card (please pay when you collect your order from the office.)
Contact Name:	
Contact Phone Number:	

Clothing Item	Colour	Size	Price <small>As at 1/08</small>	Qty	Total	Comments
SUMMER						
Short sleeve polo shirt <small>Sizes 4 6 8 10 12 14 16</small>	Red		\$19.00			
Cargo Shorts <small>Sizes 4 6 8 10 12 14 16</small>	Navy		\$22.50			
Skort (girls) <small>Sizes 4 6 8 10 12 14 16</small>	Navy		\$16.00			
Culottes (girls) <small>Sizes 10 12 14 16</small>	Navy		\$20.00			
Summer Dress <small>Sizes 4 6 8 10 12</small>			\$36.00			
Summer Dress <small>Sizes 14 16</small>			\$39.00			
HATS - compulsory for terms 1 & 4						
Bucket Hat <small>Sizes S M L</small>	Navy		\$8.00			
Broadbrim Hat <small>Sizes S M L</small>	Navy		\$9.00			
WINTER						
Long sleeve polo shirt <small>Sizes 4 6 8 10 12 14 16</small>	Red		\$22.00			
Polar fleecy vest <small>Sizes 6 8 10 12 14</small>	Navy		\$36.00			
Polar fleecy jacket <small>Sizes 6 8 10 12 14 16</small>	Navy		\$39.00			
Rugby Windcheater <small>Sizes 4 6 8 10 12 14 16</small>	Red		\$30.00			
Bomber jacket <small>Sizes 6 8 10 12 14 16</small>	Navy		\$37.00			
Cargo Long pants <small>Sizes 4 6 8 10 12 14 16</small>	Navy		\$28.50			
Track pants-double knee <small>Sizes 4 6 8 10 12 14 16</small>	Navy		\$22.00			
Girls Bootleg cotton pants <small>Sizes 4 6 8 10 12</small>	Navy		\$24.00			
Girls Bootleg polyester pants <small>Sizes 4 6 8 10 12</small>	Navy		\$25.50			
Tunics <small>Sizes 6 - 8</small>			\$35.00			
Tunics <small>Size 10</small>			\$39.00			
Winter Skirt <small>Size 12 - 14</small>			\$40.00			
Raincoats <small>Sizes 4 6 8 10 12 14 16</small>	Navy		\$32.00			
OTHER ITEMS						
Book Bag Navy - compulsory for Prep-Gr 2			\$7.00			
School Bags	Navy		\$34.00			
TOTAL COST						

How to Order:

Complete the order form in full and place it in the box provided outside the school office.

How to Collect:

A notice will be sent home with your child when the items are available at the office for collection.

How to Pay:

Pay by Cheque, Cash or Credit Card when you pick up your order from the office.

How long will it take:

Some items are held in stock and the order can be filled within a week. However, items that need to be ordered in from the supplier may take up to 3 weeks.

Getting the right size:

Visit the uniform shop – Check the newsletter for opening times (the uniform shop is run by volunteer parents and opening times may change)

Purchasing Directly from the Uniform Shop:

You are welcome to purchase directly from the uniform shop during opening times, however, if you know what you want it is easier to fill in a form and collect it from the office when it is available.

Returns and Exchanges:

Goods must be in original condition, complete with labels to arrange an exchange.

Items that have been worn, labelled with the students name, or the tags removed cannot be returned or exchanged.

Second hand items

Some second hand items are available from the uniform shop, feel free to come in and have a look. Or feel free to donate any of your old "in good condition" items.