



**Newington College  
Creative Arts Association**



Parent Support Group for Music – Visual Art – Drama

**Second-Hand Instrument Exchange  
Form A: Consignment Note**

*Please read the notes on the other side before filling out this form.*

Date \_\_\_\_\_

Type of Instrument \_\_\_\_\_

Manufacturer and Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Year of Purchase \_\_\_\_\_ New purchase (tick)?  Approx Purchase price \$ \_\_\_\_\_

Inclusions (case, mouthpiece, bow etc) \_\_\_\_\_

\_\_\_\_\_ Asking price \$ \_\_\_\_\_

**Inspection by Newington College Staff Member**

*Please provide your honest opinion on the suitability of the instrument for second-hand sale. The opinion is offered in good faith and does not represent a warranty of any kind.*

Condition of instrument:  As new  Excellent  Good  Fair

Requires servicing?  Yes  No *If Yes, service docket must be attached*

Suitable for a beginner?  Yes  No

Approximate retail value:  below \$150  \$150 to \$300  \$300 to \$600  
 \$600 to \$1000  \$1000 to \$1500  Other: \_\_\_\_\_

Comments \_\_\_\_\_

Name \_\_\_\_\_ Contact \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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[ ] service docket [ ] photo Other: \_\_\_\_\_

Sold to \_\_\_\_\_ Date: \_\_\_\_\_ Commission: \_\_\_\_\_

Please lodge this consignment form, the seller's identity form (B) and a clear photograph of the instrument to the Second-hand Clothing Pool (open Wednesdays), or to the Music Department.

## Second Hand Instrument Exchange

This service is provided by the Newington College Creative Arts Association and the Parents and Friends Association to assist new music students or students wishing to upgrade their instruments, and parents to dispose of an unwanted instrument that is still in reasonable condition.

There are two forms to complete: this one if Form A. Form B identifies you as the seller of the instrument. Buyers and sellers communicate only through the P&F's Second Hand Clothing Pool.

### Procedures

- Step 1. Fill out both Form A and Form B.
- Step 2. Take a digital photograph of the instrument and print a clear copy, A5 or larger.
- Step 3. Have the instrument inspected by one of the teachers in the Music Department. It would be best to ring Mrs Jane Franks arrange an appointment with the appropriate person first. The teacher will endorse this form if the item is suitable for sale through this service.
- Step 4. Take the completed forms and the photo to the Second Hand Clothing shop. Opening hours are in the Black and White, but include Wednesdays during term. Mrs Franks in the Music Department can also accept the material. *Keep the instrument at home* until a prospective buyer is found.

When a buyer expresses interest in the instrument, you will be contacted and asked to bring it in to the shop. The buyer will return and if they are happy with the item you will receive the purchase price less a commission that decreases with price:

| Selling Price  | Commission to CAA |
|----------------|-------------------|
| Below \$100    | 30%               |
| \$100 to \$250 | 25%               |
| \$250 to \$400 | 20%               |
| Over \$400     | 15%               |

All proceeds are used by the Creative Arts Association to provide additional support for music, drama and visual art at Newington College. You are strongly encouraged to become a member of the CAA (subscription is only \$20 per annum). For contact details see the Community link on the College's website.

Financial arrangements are courtesy of the Second Hand Clothing Pool, an initiative of the Newington College P&F. ABN: 82 410 756 825.



**Newington College**  
**Creative Arts Association**



Parent Support Group for Music – Visual Art – Drama

**Second-Hand Instrument Exchange**

**Form B: Seller's Details**

*Please read the notes on the reverse side of Form A.*

Date \_\_\_\_\_

Instrument \_\_\_\_\_

Boy(s)' current years (please circle)    7    8    9    10    11    12

Parent/Guardian Surname \_\_\_\_\_ First Name \_\_\_\_\_

Address (for postage of commission cheque) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**Contact Details**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email \_\_\_\_\_

Forward proceeds of sales by  Cheque or  Direct deposit (provide details below)

Account Name \_\_\_\_\_ Financial Institution \_\_\_\_\_

BSB \_\_\_\_\_ Account Number \_\_\_\_\_

**Checklist**

- Form A completed and signed by NC staff member
- Instrument inspected and form signed by NC staff member
- Photo printed

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