



Tel: 011 460 1672  
Cell: 081 879 5646  
info@unity-college.org.za  
www.unity-college.org.za

NPC 051-231 | PBO 930 006 535  
Reg. No: 1991/004663/08  
59 Runnymede Ave | Chartwell North Estates  
PO Box 1029 | Witkoppen 2068

17 January 2018

Dear Parents

I will be placing an order with our uniform supplier for **School embroidered caps, white cotton badge embroidered School shirt, badges for the blazer pocket, sports shirts and tracksuits**. These items form part of our **School uniform**.

For the benefit of new children, we have three sport houses: Yellow Weavers, Red Bishops and Blue Cranes. If you don't already know your child's house, please obtain that from Mr Henry Botha in the Admin block.

Consider ordering one *or two* sports shirts which your child wears to School on Mondays and Wednesdays when we have extra-murals after School.

Because the supplier wants a min. order *per item* (see below "From supplier"), it's advisable to order your child's tracksuit for winter *now*. We may not have the numbers for another order *before winter* (April-May). When ordering please allow for your child's growth.

\*Unity decided two years back to cease ordering *iron on badges for the white cotton shirts* as it looked "tacky". We do **NOT** stock badges for shirts whatsoever. What we do stock badges of is for the Unity blazer (Senior Phase) and on the odd occasion we *could* have a second hand blazer in the swap shop in the Admin block for sale.

#### **Ordering process from Marketing in the Admin block:**

- **Please complete the reply slip should you wish to place an order for our 1<sup>st</sup> order of this year, by latest Friday 26 January 2018 (unless you have been to me already and I have your order)**
- Come measure your child for sizing in Michelle's (my) office. I will keep the order until I have 10 of the same item from the parent body
- As pricing can change at any time *from the suppliers factory*, I can supply pricing but if other parents delay placing an order and the order to the supplier is placed *at a much later date* know that by the time I invoice you, there may be an increase (hasn't happened yet but I have been warned by the supplier) and will absolutely keep you in the loop! It's each parents responsibility to order a uniform if needed *sooner rather than later please!* I will invoice you once I have a full order (I don't want to keep your money then wait for other orders)
- EFT payments can be made into Unity College's bank account and **please use the reference (your surname and child's name like so "Uniform-Joshua N")**. Kindly send the **proof of payment** to marketing@unity-college.org.za
- Alternatively it would be appreciated if you could enclose the money in a sealed envelope with your reply slip or attach your EFT payment with your order.
- Order is placed and we wait the allocated time for delivery

**From the supplier:**

- Minimum order quantity – 10 per item disregarding size
- 50% deposit before production begins (this is why we invoice you before the “supplier” order)
- Price can change with the factories but we’ll be advised and pass that onto you
- Delivery: 4-6 weeks after placing the order with the supplier
- Supplier Return Policy states one can return within 7 days after supplier has delivered

Apart from **School embroidered caps, white cotton badge embroidered School shirt, badges for the blazer pocket, sports shirts and tracksuits which are ordered through the Schools supplier only**, often parents *donate* their child’s school uniform and these are available for purchase at a nominal fee. Madeleine keeps an inventory list up to date if you wish to call in to check stock which you can include in your order to Michelle (myself) in the Admin block.

For everything else, most items of clothing can be sourced from Jet stores, Ackerman's or Woolworths.

Thank you,

**MICHELLE KIRK**

**Unity College – Advancement Officer**

email: [marketing@unity-college.org.za](mailto:marketing@unity-college.org.za)

phone: +27 11 460 1672 <http://www.unity-college.org.za>

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ORDER FORM

Child’s Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_

	Qty	Size	Colour
Tracksuit top			Navy
Tracksuit pants			Navy
Cotton short sleeve shirt (with embroidered logo)			White
Cap (with embroidered logo)			Beige
Badge (for blazer pocket)		–	–
Sport shirt ( <i>specify house colour – red, blue or yellow</i> )			