

**NOTTINGHAM JEWELLERY SCHOOL**

**second hand tool sale 2024**



Thanks for getting involved in our second-hand tool sale on the 1st June. We love tools and we want all unloved, unused tools to find new homes where they are cherished. We also want all our students to have the opportunity to update their toolbox affordably and sustainably or to sell on tools.



**When is the sale?**

The tool sale will be from 10am – 5pm on Saturday 1st June 2024

**Where is the sale?**

The tool sale will be held at Nottingham Jewellery School. Unit 28, Block D, Hartley Business Centre, Nottingham, NG5 1DA.

**Do I need to register or book a place to come along as a shopper?**

If you are coming as a buyer there is no need to book or register your interest, just come along on the day and do some treasure hunting.

**Do I need to register or book a place to sell?**

Yes. If you want to sell your tools with us, you will need to register your interest and fill in the form.

**What can I sell?**

Any jewellery related tools, materials, consumables books or equipment.

**Can I sell my jewellery?**

No, this is tool selling event. NJS are happy to advise on selling your creations.

**What condition can the tools be in?**

The tools can be new or used but should still be in a functional condition. If they are very battered or damaged, they should be priced to reflect that. Tools must be safe to be used and NJS reserves the right to refuse the sale of any tool we deem to be unsafe.

**When should I bring my tools to the sale?**

You can drop off your labelled tools and your sale sheet at the NJS workshop in the following times: between 11am and 12.30pm or between 7pm and 8.30pm. On any of the following dates: Monday 19th, Tuesday 20th or Wednesday 21st June 2023.

**Can you collect my tools from me?**

No. We can’t collect your tools or receive them by post.

**Do I need to price my tools?**

Yes. You decide what price you’d like to put on the items you sell. Cheaper tools may sell faster but you could look online at the going rate for similar items. NJS can’t advise on pricing.

**Do I need to label my tools?**

Yes. Each tool must be individually labelled with

* your initials
* the number for that tool on your sale form
* the price of the tool

**Do I need to complete a sales form?**

Yes. Everyone selling tools at the sale must complete a signed sales form which should be delivered with the tools. It must have your name and a numbered list of tools for sale along with their prices. You’ll find a copy of the sales form for you to fill in at the end of this document. We can’t offer tools for sale if we don’t have a sales form for them – we won’t know who they belong to.

**How do I complete my sales form?**

To complete your form we need you name and contact email. We need each tool you wish to sell listed and given a unique code. The code is made up of a number (01, 02, 03 etc) and your initials. E.g. 07-AP or 13-NM. This allows our team to quickly record and mark off your sales.

**Do I have to print out my sales form?**

We do need a hard copy of the sales form for each seller. If you have access to a printer then please download it from the website and complete it either in word or by hand.

If you are unable to print out a sales form, then hard copies can be collected from the NJS workshop. They will not be provided on the day of the sale.

**Do I have to stay all day?**

No. If you’d like to stay and hang out with us for the open day you are welcome to do so but NJS staff and volunteers will be there to staff the tool stall, make sales and take payment.

**How will payment be taken?**

NJS staff will take cash or card payments on the day.

**How will sales be recorded?**

Each sale will be marked off on your original sales form as they are made.

**Will NJS take a percentage of the sales fee?**

There are two options.

If you’d like to translate any sales money into NJS vouchers, then you will receive a voucher for the total amount of your sales.

If you would like to receive a cash payment then NJS will take a 10% handling fee to cover the sales costs such as card fees and employee time.

**How will I get paid for any sales?**

At the end of the sale we will use your sales form to calculate what items have sold and what money is owed.

If you choose to have the amount in NJS vouchers you will be emailed your voucher code by the 30th June 2024.

If you choose to take the money then you will receive an email with your sales total, minus the 10% fee, by the 30th June. This email will also include a simple template to complete which will invoice NJS for the sales. Payment will be via bank transfer or PayPal depending on your choice (completed on the template). Payment will be made within 5 working days of receipt of invoice template.

**What happens to the unsold tools?**

Unsold tools will be repacked ready for you to collect. You can collect your unsold tools from the NJS workshop between 11am and 3.30pm on Friday 24th or Saturday 25th May

**Can you return any unsold tools to me at my address?**

No. We can’t post or deliver any unsold tools. They must be collected.

**What happens if I don’t collect my tools?**

If your unsold tools are still in the NJS workshop by the end of summer term (29th July) they will be rehomed with another jeweller. You would not receive payment or vouchers for uncollected tools.

TERMS AND CONDITIONS

* NJS reserves the right to refuse sale of any tool at their discretion.
* All sales are final and sold as seen, NJS accepts no liability for the quality and usability of tools sold.
* Any mistakes on pricing labels or sales sheets are the responsibility of the tool seller and not NJS
* The room will be supervised at all times but NJS is not liable for tools stolen or damaged during the sale.
* Pre-delivered tools only, tools delivered on the day of the sale may not be put out to be sold.
* Gift vouchers will be for 100% of your tool sale total. If you choose to take the money NJS will take a fee of 10% of total sales to cover card fees and handling.
* Any unsold tools must be collected on the days specified or they may be rehomed with other jewellers. No money will be paid for unsold and uncollected tools.