

## USER GUIDE TO ORDERING

### STEP ONE:

Access our website by going to [www.yourschooluniform.com](http://www.yourschooluniform.com)

### STEP TWO:

Click on the large red oblong on the right hand side of the screen



### STEP THREE:

Click on the first letter of the school name on the alphabet

School name:  School Postcode:   
County:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z OTHER

School List:

### STEP FOUR:



Scroll down the list of schools that you will see until you find your school name and then click on the View Uniform button at the right hand side. This will bring up your school's uniform page.

### STEP FIVE:

Click on the image of the item you want to buy and you will then have to choose the size and quantity required. Then add the choice to your basket. You can carry on like this until you have placed your order and go to checkout.

### STEP SIX:

At this point you will be given the choice of delivery to your home address, alternative address or the school. If you choose to have your order delivered to the school the P & P charge will be removed from your payment. **Take note of the delivery date to school if you choose this option.**

### STEP SEVEN:

You will then either register as a new customer or login as an existing customer using your email address and password.

**CHECKOUT - LOGIN**

<p><b>Returning Online Customer?</b></p> <p>Have an account with YourSchool Uniform?</p> <p>Please sign in below:</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><a href="#">Forgotten your password?</a></p> <p><input type="button" value="LOGIN"/></p>	<p><b>New Online Customer?</b></p> <p>Don't have an account?</p> <p>Please enter your email address below:</p> <p>Email: <input type="text"/></p> <p><input type="button" value="CONTINUE"/></p>
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### STEP EIGHT:

You can pay for your order using your credit or debit card on-line or choose to pay by cheque made payable to Your School Uniform.com Ltd and sent to:

YourSchoolUniform.com Ltd  
Summit House  
Salcombe Court  
Salcombe Road  
ALFRETON  
Derbyshire  
DE55 7EF

### STEP NINE:

You will receive email confirmation of your order.

### STEP TEN:

Sit back and wait for the order to arrive!

