

SCHOOLSHOP

by UNIFORMS DIRECT 

Dear Parent,

July 2013

Uniforms Direct have been invited by **SOUTH OTTERINGTON SCHOOL** to take over supply of school uniform and to provide a facility that gives you more choice about what and when to buy.

We provide a dedicated website - www.school-shop.co.uk - where you can buy uniform online, which displays the specific products for your individual school. This is easily accessed by the "Find my School" navigation on the home page. We also offer a comprehensive range of school uniform items, from skirts and trousers through to blazers & bags. All of which can be ordered online **ANYTIME** through our 100% secure, easy to use online shop. We also take orders by phone, email or fax; taking payment over the phone should you wish to order in any of these ways.

The only change for you is the way that you order your uniform. There are **NO DELIVERY CHARGES (*from September 2013 due to the recent steep rise in postal charges by ROYAL MAIL we will be introducing a small order charge of £0.95p for orders under £20.00 to cover this increase)** and we charge similar prices for the uniform as the school currently charges. Better still, you aren't restricted to school hours for placing your order.

Sizing guides are shown against all products, so you know that you can order the correct size for your child with confidence, or you can call us for any advice regarding sizing.

We want to make this new system as easy as possible for parents & the school. If you have any questions or concerns then please feel free to contact either myself or Peter Dalton for assistance. You can reach us on **01904 607331** or by email to sales@school-shop.co.uk. We are available from 7am to 5pm Monday to Friday.

Below is an easy, step by step guide of how to use the online ordering system.

1. Log onto <http://www.school-shop.co.uk>
2. On the left hand side is the main navigation bar & above this is a box titled "Find my School". Drop down the list of schools to find **SOUTH OTTERINGTON SCHOOL**. Click on your school name and all your products will load
3. Click on the product you want to buy. All the instructions for buying are self-explanatory. Click the back button to return to the main products
4. When you have chosen all the items you need, proceed to the checkout. You can either register and save your details for a future visit, or you can use an express checkout
5. If you have any special delivery instructions, such as "Leave at back of house" or "Leave with a neighbour" make sure you include these. Unless the courier is told to leave the parcel elsewhere, they will have to take it away
6. We accept all major credit & debit cards and you will receive an automated confirmation of your order
7. You will receive another e-mail when your order is despatched and depending upon how we despatch the package you may receive an e-mail from our courier advising the delivery date

We will hold stock of the school uniform products so delivery should only be 2-3 days or even next day. Other items from the site, such as PE shorts, trousers, shirts etc. may need to be ordered in, which will take longer. If this is the case, we will e-mail you to advise you on the expected delivery date.

Yours sincerely,



Martyn Schofield
Sales Manager
Schoolshop by Uniforms Direct

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