

ONLINE UNIFORM ORDERING

	Username:	Password:
Year 10 & 11	info1@energycoastutc.co.uk	ENE004L1berty
Year 12 & 13	info2@energycoastutc.co.uk	ENE005L1berty

1. Go online to www.libertyworkwear.co.uk
2. On the top menu bar click LOGIN
3. Enter your username and password as above and click sign in
4. Your online order form will appear with the items available to purchase
5. Hover over the item you require and you will see some boxes appear. Choose the quantity and size you require and select the decoration listed, then click on the '+' symbol in the purple area to add the selected items to your cart
6. Do the same as above for all items you require
7. When finished click the cart button on the top tool bar, this will bring up a list of everything you have ordered. At this point you can remove anything you may have ordered in error by clicking the red cross to the right of each item.
8. When happy with your list click checkout
9. The college's details will automatically appear in the delivery section. Click the 'same as billing details' box on the top right to populate the delivery address. Please note all deliveries will go direct to the college.
10. On the right hand side of the form add the following
 - order reference - the student name attending the college
 - ordered by – leave as is
 - man pack name – enter the person's name who is placing the order
 - Click 'Place order' button at the bottom of the screen
11. You will now be taken to the PayPal website for payment
12. Follow the payment instructions to pay for your order

Your order will be delivered direct to the Energy Coast UTC, minimum 10 day delivery time. The Energy Coast UTC will contact you as soon as your order is ready for collection.



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