



Tuart Hill Primary School Parents & Citizens Association Inc. UNIFORM SHOP

Banksia St Tuart Hill WA 6060
Ph: 9349 1799
Email: thpsuniformshop@gmail.com

Creating Bright Young Futures

UNIFORM SHOP ONLINE ORDERING INFORMATION / 'HOW TO' SHEET

1. Ensure you have the latest and updated Uniform Shop price list – prices are subject to change in accordance with supplier charges.

(available from the Uniform Shop & the schools' front office, or you can ask for one to be emailed to you)

2. Add the total cost of the items you wish to purchase.

3. Transfer the total funds into the P&C's general bank account.

Name: THPS P&C Association
BSB: 066 127
A/C: 1013 1416
REF# (this is your child's surname and room number if known)
e.g. WELLS Rm11

4. Make note of the payment receipt number

5. Send your uniform order and payment receipt number to thpsuniformshop@gmail.com

(a sample email is on the reverse side of this piece of paper)

6. You will receive a confirmation email saying we've received your order and that it will be processed once payment has been cleared.

7. You may opt to pick up your items directly from the Uniform Shop during opening hours or have the items delivered to your child's classroom. Please state your preference in your initial email. *(see reverse for a sample email order)*

8. A receipt will be attached to the items ordered. If there are any discrepancies, we encourage you to contact us immediately so we can help resolve any issues.

IMPORTANT

We understand that sometimes the sizes you order may not fit correctly. In order for an exchange, the tags must still be attached to each garment and you must provide your proof of purchase receipt. Unfortunately we do not refund unless the garment is faulty.

EMAIL SAMPLE

TO: thpsuniformshop@gmail.com
FROM: Karina Wells
DATE: Thursday 21st November, 2013
TIME: 1.30pm

ATTENTION: ONLINE ORDERS

Hello

Can I please order the following items for my daughter Tahlia Wells in Room 11

2 x polos – size 8	\$36
1 x yellow faction polo – size 8	\$16
1 x shorts – size 8	\$15
1 x 54cm hat	\$10

TOTAL = \$77.00

Payment receipt number: N111000658723

I would like to have my order delivered to my child's classroom ASAP please

Thank you

Karina Wells