

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 form and payment receipt number to thpsuniformshop@gmail.com

6. You will receive a confirmation email saying we've received your order and that it will be processed within five working days.

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.

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.