



hair, health and beauty apparel

www.labeebyacademy.co.uk

How to order

- Internet:** Visit www.labeebyacademy.co.uk and use the username and password overleaf. Using our secure website is the quickest and safest way to obtain goods. You will receive an order reference number and confirmation that your order has been authorised.
- Telephone:** Call **0114 2513511**. If you have not got internet access, you can place your order on our student order line. Please have this order form and your credit/debit card details with you when you call to place your order.
- Post:** You can post your order to:
- Student Orders
La Beeby Academy
Unit 9
Holbrook Enterprise Way
New Street
Holbrook
Sheffield S20 3GL

Failure to fill the form in correctly will result in your order form being returned to you and your order being delayed. Please ensure your name, address and telephone number are written on the back of the cheque.

Terms & Conditions

We recommend that you order as early as possible. For deliveries to your home address please allow 21 days. For college deliveries these will be determined by the dates overleaf. Please check with your college to see if they have a sizing range for you to try to ensure you order the correct size.

Returns Policy - Please enclose the relevant paperwork with all returned garments

Garments for Refund & Exchange

Refunds or exchanges will only be processed providing the goods are returned to La Beeby within 28 days of receipt. These must be in the original packaging, unworn, unwashed and complete with their original labels and packaging. Garments that have been EMBROIDERED/PERSONALISED, ALTERED or are a NON STOCKED ITEM will not be refunded or exchanged. We reserve the right to refuse a refund or exchange for items returned that are not in a re-saleable condition. You are responsible for payment of the postage to return any item and we strongly advise you obtain proof of posting as La Beeby cannot be held responsible for items lost in the post. You DO NOT need to inform us before you send a return.

If an incorrect item has been sent to you, or it is faulty or damaged please contact us and we will email a returns labels to you with details of how to return the item/s to us.

We will only refund the price of the item to the purchaser once it is received by us. Following receipt by La Beeby please allow 7/10 working days to credit the purchases account.

All items returned for a refund will be subject to a 15% handling and re-stocking fee, this will be deducted on receipt of the goods.

For items that require exchanging please enclose a cheque for £4.95 to cover delivery & admin charges.

ENQUIRY NUMBER: 0114 2513511