

**STUDENT ORDER FORM 2023**

<b>College</b>	SOUTH GLOUCESTERSHIRE - STROUD
<b>Course/Department</b>	HAIR & BEAUTY

**TO AVOID ANY DELAYS, PLEASE ORDER YOUR UNIFORM BY 25TH AUGUST 2023**

**ORDER ON-LINE (this is the fastest way to order)**  
**GO TO - [www.uniformcollection.com](http://www.uniformcollection.com)**

**CLICK UNDER THE HEADING COLLEGES - COLLEGE LOGIN**

**USERNAME - 54840**  
**PASSWORD - SGSH&B23**

**Alternative Ways to Order**

EMAIL : [froby@uniformcollection.com](mailto:froby@uniformcollection.com)

QUOTE THE NAME OF YOUR COLLEGE AND YOUR COURSE/DEPARTMENT, WHICH IS LOCATED AT THE TOP OF THIS FORM

POST - Complete the order form below and post to

Florence Roby Ltd, Overbrook House, Overbrook Lane, Knowsley Business Park, Prescot, Merseyside L34 9FB



**STUDENT DETAILS**

<b>Name</b>			
<b>Address</b>			
	<b>Postcode</b>		
<b>Tel No.</b>		<b>Email Address</b>	

**ITEMS REQUIRED**

Garment(s)	Colour	Size	Circle Kit Quantity			Price	Total (£)
			1	2	3		
L153 NOLA TUNIC	BLACK					<b>£46.00</b>	
L28 SLIM LEG TROUSER	BLACK						
<b>HOME DELIVERY</b>							<b>£6.50</b>
<b>GRAND TOTAL</b>							

**PAYMENT - CHEQUE OR POSTAL ORDERS**

*I enclose cheque or Postal Orders made payable to Florence Roby Ltd.*

*I Wish to pay by credit card.*

<b>Card number</b>	<b>Expiry Date</b>	<b>Security No.</b>	<b>Issue No</b>
<b>Card Holders Name (If Different from Above)</b>			
<b>Card Holders Address ( If Different from Above)</b>			

OFFICE USE ONLY	Col Code	RB	Our Ref	Amt Paid	Type
	54840				

# [www.Uniformcollection.com](http://www.Uniformcollection.com)

## How to Order

The quickest way to order your uniform is via the Florence Roby website – [www.uniformcollection.com](http://www.uniformcollection.com)

**Internet:** Visit the College section of our website [www.uniformcollection.com](http://www.uniformcollection.com) and enter your username and password. Ordering your goods on our secure website is quick and safe. Please make sure you choose your correct size in the drop down boxes. You will receive an order confirmation email from Florence Roby and a payment confirmation email from our payment provider Shopify. Please double check your order confirmation once received and report any discrepancies immediately.

**Email:** Complete your form and email it to [froby@uniformcollection.com](mailto:froby@uniformcollection.com). You will then be contacted to arrange payment.

**Post:** You can post your order to:

Florence Roby Ltd  
Student Orders Department  
Overbrook House  
Overbrook Lane  
Knowsley Business Park  
Prescot  
Merseyside L34 9FB

Please ensure that you fill in the order form correctly. Failure to do so will result in your order form being returned to you and your order being delayed. Cheques or Postal Orders must be made payable to Florence Roby Ltd.

### PLEASE NOTE WE CANNOT PROCESS ANY ORDER WITHOUT FULL PAYMENT

#### Delivery

Your kit will be delivered to either the college or your home address as stated on the front of this order form. Orders will not be processed before the end of July and payment is taken immediately. Please ensure funds are available when placing your order, as a declined card will delay your order.

#### Terms & Conditions

Please order as early as possible and check with your college to see if they have a sample size set for you to try on to ensure that you order the correct size. The full uniform kit must be purchased where indicated.

#### Returns – If you do have to return your uniform, please follow these quick and easy steps below:-

1. Please enclose a copy of your delivery/despatch note with all returned garments.
2. On your delivery/despatch note, please tick the items you are returning, and write clearly whether you would like an exchange or refund.
3. Your garments must be returned in the original packaging, unworn, unwashed and complete with their original labels.
4. You are responsible for payment of the postage to return any item and we strongly advise you obtain proof of posting (Eg Royal Mail Recorded Delivery) as Florence Roby cannot be held responsible for items lost in the post.
5. **Embroidered, Personalised or made to order garments cannot be returned for refund or exchange.**
6. **Partial kits cannot be returned for refund.**

#### Garments for Refund & Exchange

Refunds or exchanges will only be processed providing the goods are returned to Florence Roby within 28 days of receipt. Garments that have been **Embroidered, Personalised or are a Non Stock Item** will not be refunded or exchanged. We reserve the right to refuse a refund or exchange or for items returned that are not in a re-saleable condition. 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, we will refund the delivery charges that you have paid to return this.

We will refund the price of the item to the purchaser once it is received by us. Following receipt by Florence Roby please allow up to 28 working days to credit your 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 £5.00 to cover delivery & admin charges.**

ENQUIRY EMAIL [froby@uniformcollection.com](mailto:froby@uniformcollection.com)