



# SCHOOL WEAR ORDERING PROCESS

Please see new guidelines on how to use the new school wear ordering system.

# SCHOOL WEAR ORDERING PROCESS

As part of our integration of Oak Apple Embroidery into the KITZUK organization, we have now added the new school wear website for parents to use which will go live from the 11<sup>th</sup> July 2016.

This document is a guide to help parents when ordering and using the new and improved school wear website.

The new website for all schools will be the following URL: <http://kitzuk.co.uk/shop/>

If parents visit the old school wear website which is [www.oakapple-direct.co.uk](http://www.oakapple-direct.co.uk) they will be redirected to the new website.

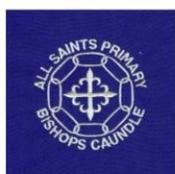
## STEP 1: VISITING THE NEW WEBSITE.

Below is the first screen which all parents will view at first:

### SCHOOLS



St. Mary's Primary School  
Marnhull



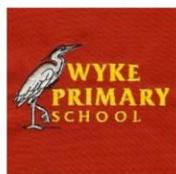
All Saint's Primary School  
Bishops Caundle



Abbas & Templecombe Primary  
School



Swanage Primary School



Wyke Primary School



St. Michael's Academy



The Sir John Colfox School



Downlands Dandelions

## STEP 2: CHOOSE THE REQUIRED SCHOOL

Once you have chosen your required school from the list available you will be presented with the front page as below.


PRODUCTS
HELP
SHOPPING CART

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**COLFOX**



BLAZER - GIRLS - SENIOR  
£29 \*



BLAZER - GIRLS - JUNIOR  
£23.50



BLAZER - BOYS - SENIOR  
£29 \*



BLAZER - BOYS - JUNIOR  
£23.50



V-NECK SWEATER - SENIOR  
£21.50 \*



V-NECK SWEATER - JUNIOR  
£16.20



LONG SLEEVE POLYCOTTON EASYCARE  
SHIRTS - TWIN PACK - SENIOR  
£14 \*



LONG SLEEVE POLYCOTTON EASYCARE  
SHIRTS - TWIN PACK - JUNIOR  
£9

## STEP 3: LOCATE THE REQUIRED PRODUCT

Parents may order from the front page or they may use the Products menu at the top of the screen where the clothing has been broken down into categories for ease of navigation.

The screenshot shows the Colfox website interface. At the top, there is a navigation bar with the Colfox logo, a 'PRODUCTS' menu (highlighted with a red box and arrow), a 'HELP' icon, and a 'SHOPPING CART' icon. Below the navigation bar, the 'COLFOX' brand name is displayed. The main content area features a grid of schoolwear products. A 'PRODUCTS' dropdown menu is open, listing categories: BLAZERS, JUMPERS, SHIRTS, TROUSERS, SKIRTS, PE, and ACCESSORIES. The products shown include:

- BLAZER - GIRLS - SENIOR (£29 \*)
- BLAZER - GIRLS - JUNIOR (£23.50)
- BLAZER - BOYS - SENIOR (£29 \*)
- BLAZER - BOYS - JUNIOR (£23.50)
- V-NECK SWEATER - SENIOR (£21.50 \*)
- V-NECK SWEATER - JUNIOR (£16.20)
- LONG SLEEVE POLYCOTTON EASYCARE SHIRTS - TWIN PACK - SENIOR (£14 \*)
- LONG SLEEVE POLYCOTTON EASYCARE SHIRTS - TWIN PACK - JUNIOR (£9)

## STEP 4: SELECT YOUR PRODUCTS, SIZE AND QUANTITY



[PRODUCTS](#) [HELP](#) [SHOPPING CART](#)

### BLAZER - GIRLS - SENIOR



PERSONALISATION OPTIONS

| Quantity                       | Price           |                             |
|--------------------------------|-----------------|-----------------------------|
| <input type="text" value="1"/> | <b>£29.00 *</b> | <a href="#">ADD TO CART</a> |

**COLOURS / SIZES** | DESCRIPTION & SIZING | SHIPPING

Colour  
 

Size

RELATED PRODUCTS



Front



BLAZER - GIRLS ...

Choose the required colour, size and quantity and add to cart.

## STEP 5: ADD THE PRODUCTS TO YOUR CART

### Your cart

You can still change product quantities or remove items from your cart. Any changes will be automatically updated. If satisfied with the contents, click Check Out.

| Product   | Options                     | Qty                            | Price    | Tax      | Total    |                           |
|---|-----------------------------|--------------------------------|----------|----------|----------|---------------------------|
|  <b>Blazer - Girls - Senior</b><br><a href="#">Configure</a> | Colours: Black<br>Size: 38" | <input type="text" value="1"/> | x £24.17 | + £4.83  | = £29.00 | <a href="#">Remove</a>    |
| Please proceed to obtain shipping prices.   |                             |                                |          | Shipping | =        | Obtain price at next step |
| This total does not include shipping costs  |                             |                                |          | Total    | =        | £29.00                    |
|   |                             |                                |          |          |          | All prices are in GBP     |

Check the products and sizes are correct and select '**CHECK OUT**'

## STEP 6: ENTER YOUR BILLING & SHIPPING ADDRESS



 PRODUCTS

 HELP

Step 1 of 4

Now **Address**

Next **Shipping options**

Later **Payment**

### Enter your billing & shipping address

Please enter billing and shipping address - You can choose different addresses for each.

#### Billing address

|                |  |
|----------------|--|
| First name*    | <input type="text"/>   |
| Last name*     | <input type="text"/>   |
| Email address* | <input type="text"/>   |
|                | Must be valid email address  |
| Address*       | <input type="text"/>   |
| City*          | <input type="text"/>   |
| Country*       | <input type="text" value="United Kingdom"/>  |
| State*         | <input type="text"/>   |
| Postcode*      | <input type="text"/>   |
| Phone #*       | <input type="text"/>   |
|                | <input type="checkbox"/> I agree to the <a href="#">Terms &amp; Conditions</a> of this website |
|                | <input type="checkbox"/> I agree to the <a href="#">Returns Policy</a> of this website         |

#### Shipping address

Separate shipping address

[Proceed to Shipping Methods](#)

### PLEASE NOTE.

You will have to make sure you tick both the Terms and Conditions and Returns Policy boxes on this page

Once you have completed this page for the very first time, you will just log in with the username in future to view pending and previous orders.

**PLEASE NOTE:**

Your username and password will be sent to the email address provided on using the site for the first time.

## STEP 7: SELECT YOUR REQUIRED SHIPPING METHOD

The Sir John Colfox Academy
Track my Order | Login | Register



[PRODUCTS](#)

[HELP](#)

[SHOPPING CART](#)

Step 2 of 4

Edit Address
Now Shipping options
Next Payment
Later Confirm

### Select shipping method

Enter any notes or instructions you want against your order here:.

[Proceed to Payment Method](#)

**Product Quality**  
Products ordered through KITZ UK are of the highest international standards. We manufacture our items using the best decorations techniques available.

**Privacy**  
KITZ UK treats all your personal information as strictly confidential. We do not share any of your information with third parties.

**Security**

**PLEASE NOTE THE FOLLOWING**

We endeavor to send out all orders asap however the reference to 10 business days is for production purpose and once ready the shipped dispatch times will be as follows

| DPD Tracked Service | Royal Mail Standard            | Collect from School                  |
|---------------------|--------------------------------|--------------------------------------|
| Next Day Delivery   | 2 <sup>nd</sup> Class Delivery | 3 <sup>rd</sup> Friday of each month |

**COLLECT FROM SCHOOL OPTION ( FREE SERVICE)**

We will deliver to the each school only once a month which will be the 3<sup>rd</sup> Friday of each month.

**We will offer a free delivery service for all orders over £75 HOWEVER if goods are returned which then brings the total order down to below the £75 then a delivery charge will be charged at full price.**

## STEP 8: ADD YOUR PAYMENT DETAILS


Edit Address
Edit Shipping options

 PRODUCTS
 HELP

### Payment method

Choose a payment method..

**Please note:** All submitted data is encrypted for secure order processing and your banking information only saved temporarily..

Name on card

Card type

Card number

Card security (CV2) number  [What is this?](#)

Card expires  /

### Shopping cart review

| Product   | Options   | Qty | Price    | Tax     | Total         |
|---|---|-----|----------|---------|---------------|
|  | <b>Blazer - Girls - Senior</b><br>Colours: Black<br>Size: 38" | 1   | x £24.17 | + £4.83 | = £29.00      |
| Shipping cost   | Collect From School (Allow up to 10 business days)            |     | £0.00    | + £0.00 | = £0.00       |
| <b>Total:</b>   |   |     |          |         | <b>£29.00</b> |
| Tax Included (UK VAT)   |   |     |          |         | £4.83         |

All prices are in GBP

Proceed to Check Order Information

Remember to check your order is correct and shipping information, select 'Proceed to Check Order Information'

## STEP 9: COMPLETE YOUR ORDER

### Shopping cart review

| Product  | Options  | Qty | Price    | Tax     | Total    |
|--|--|-----|----------|---------|----------|
|  <b>Blazer - Girls - Senior</b> | Colours: Black<br>Size: 38"                        | 1   | x £24.17 | + £4.83 | = £29.00 |
| Shipping cost  | Collect From School (Allow up to 10 business days) |     | £0.00    | + £0.00 | = £0.00  |
|  |  |     |          | Total:  | £29.00   |
| Tax Included (UK VAT)  |  |     |          |         | £4.83    |

All prices are in GBP



**Complete your order!**

Select 'Complete your order' to finish.

You will receive a confirmation email with order and will also be able to log into your account on the school website to view your current and previous orders.

This should now complete your transaction however if you have any questions just call the office and the team will be happy to help on: **01963 251645 or email**

[prue@oakapple-embroidery.com](mailto:prue@oakapple-embroidery.com)

Please also note our new premises in the heart of Sherborne.

## Units 1-3, South Western Business Park Sherborne Dorset DT9 3PS.

