

## Electronic Uniform Ordering Service

Welcome to pcl's electronic uniform ordering service, this guide will talk you through how to use your very own personal web shop which has been set up to include the full range of garments available to your organisation.

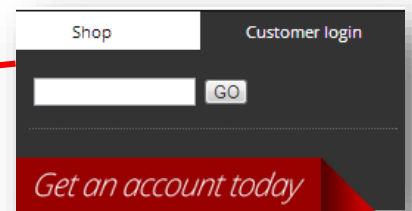
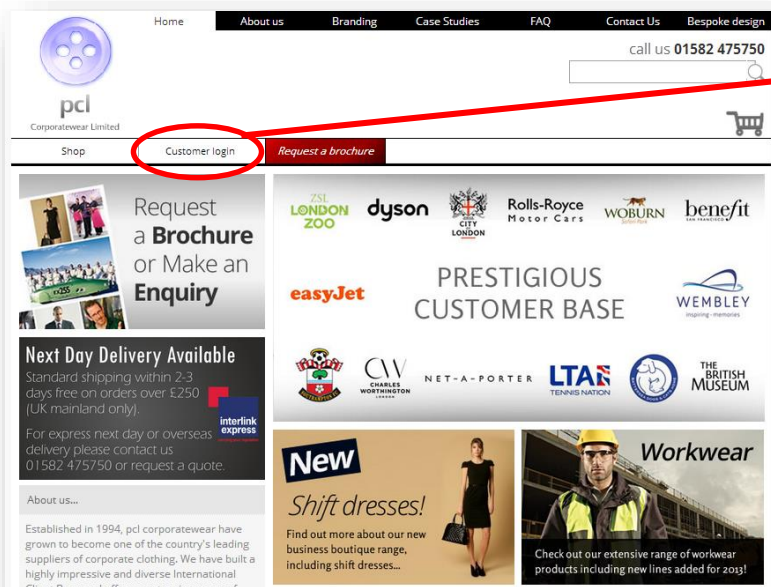
Remember you are not limited to these garments if you do wish to have a quote for anything else please contact your account manager or call us on 01296 663 220. Also please don't hesitate to contact us if you are having any problems at all with the online ordering system.

### Order Instructions:

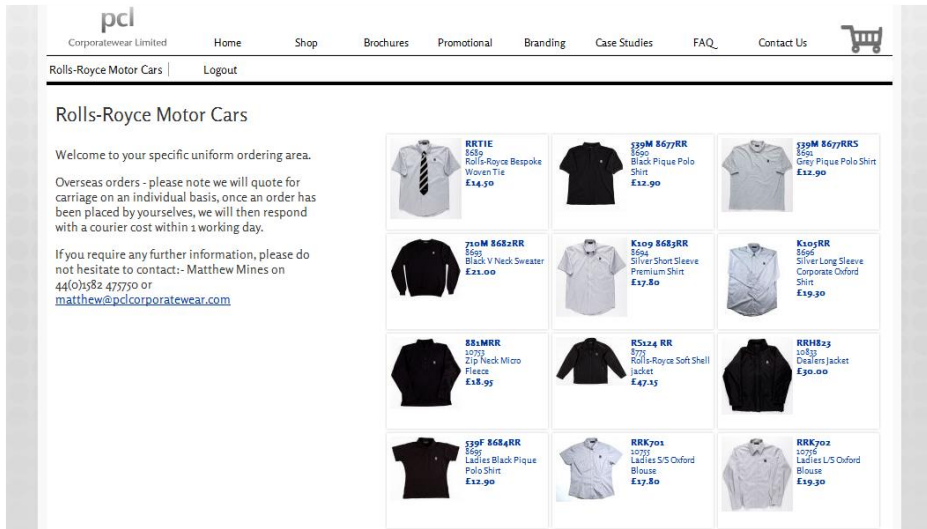
Firstly to log in you will need to visit the pcl website:

[www.pclcorporatewear.com](http://www.pclcorporatewear.com)

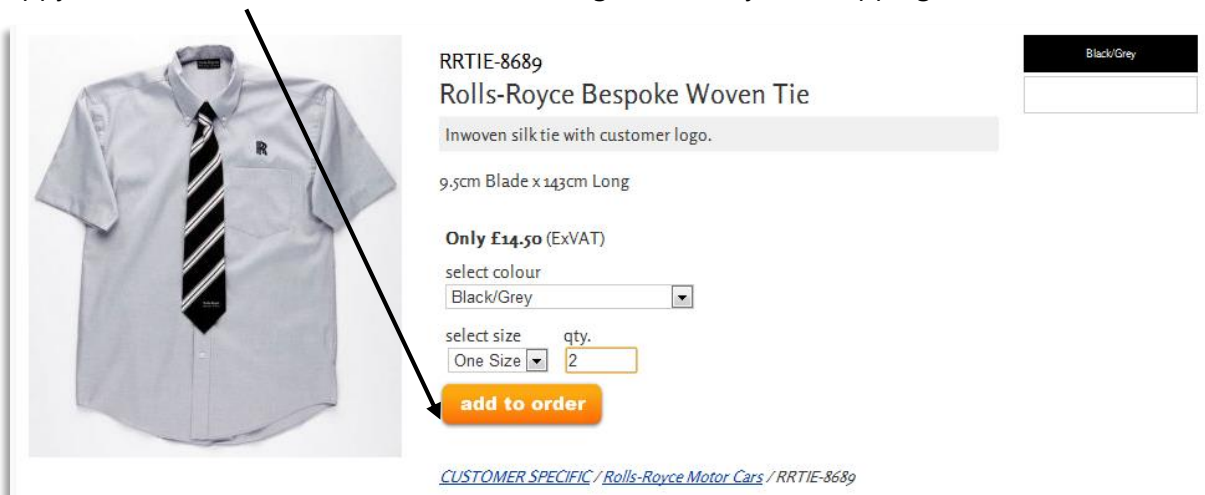
Navigate to the bottom of the PCL homepage and enter your unique password:



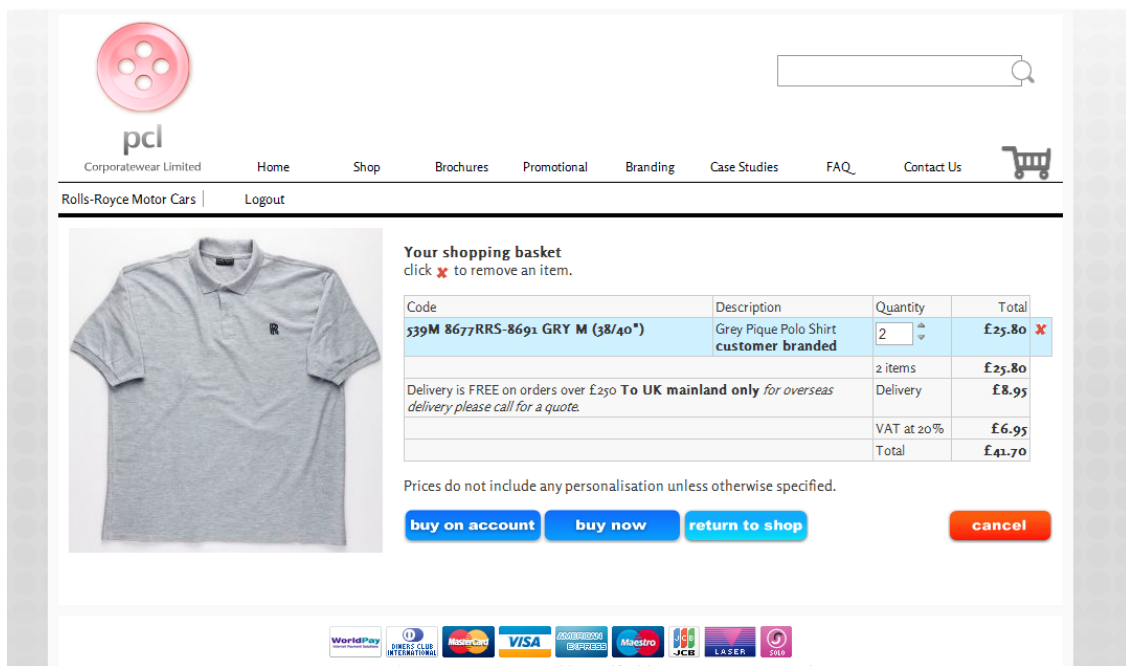
Once you are within your homepage you will see either department sub-categories (if so click on your relevant department) or all of the garments available for you to order.



Click on the first garment that you wish to order and select the colour, size and quantity. When happy click **add to order** and this will add the garment to your shopping basket.



Once in the shopping basket you can amend quantities. From here you can either carry on shopping or purchase the garments, if you wish to add additional garments to your order click **return to shop**. Please note all delivery prices quoted are for UK orders only.



When your order is complete you will have 2 options. If you have a credit account with us click **buy on account** or to pay by credit or debit card click **buy now**.



**BUY NOW**

You will need to fill in all of your details, complete the order form making sure you fill out all fields accurately.

**order details**

**Buy now**

Items marked with \* are required for submission

Please enter your contact details:

Name:\*

Company:

Telephone:\*

Email:\*

P/O Number:\*

Delivery Address:\*

Postcode:\*

Country:\*

Invoice address same as delivery address

Invoice Address:\*

Postcode:\*

Country:\*

Add any final notes to your enquiry here:

Before placing your order, please review our [returns policy](#)

## BUY ON ACCOUNT

This is where you pay by invoice within 30 days. Complete the order form making sure you fill out all fields accurately

### Pay by invoice

Items marked with \* are required for submission

Please enter your contact details:

Name:\*

Company:

Telephone:\*

Email:\*

P/O Number:\*

Delivery Address:\*

Postcode:\*

Country:\*

Invoice address same as delivery address

Invoice Address:\*

Postcode:\*

Country:\*

Add any final notes to your enquiry here:

Before placing your order, please review our [returns policy](#)

## Overseas Orders

We will quote for carriage on an individual basis, once details are filled in select your country and click on **quote me back**.

We will then respond with a courier cost within 1 working day. If you are happy with the courier charge you will be sent a PROFORMA invoice which needs to be paid before despatch of goods.

**Order Enquiries**

If you require any further information or have an order enquiry, please contact your account manager or ring the office on 01296 663 220

**Technical Issues**

For all technical issues please contact Matthew Mines on 01296 663 220 or email [matthew@pclcorporatewear.com](mailto:matthew@pclcorporatewear.com)