

## **HOW TO PLACE A UNIFORM ORDER**

**ACCENT APPAREL CO, INC.**

**410-683-2323 FAX: 410-683-0200**

- 1) [www.accentapparel.com](http://www.accentapparel.com)
  - a. CLICK ON-ATHLETIC UNIFORMS/EQUIPMENT
  - b. CLICK ON- ANY TYPE OF UNIFORM
  - c. CLICK ON- RIGHT HAND SIDE OF WEBSITE "DESIGN A UNIFORM"
  - d. CLICK ON- THE SPORT OF INTEREST.
  - e. CLICK ON- "HOW DO YOU WANT TO DESIGN YOUR ADV UNIFORM"
  - f. CLICK ON- "STEPS 1-2-3-4" FOLLOW INSTRUCTIONS
  - g. CLICK ON- "ADD PLAYER INFORMATION"
  - h. CLICK ON- "HOW TO" BUTTON FOR TUTORIAL ON PLACING YOUR ORDER.
  - i. FILL IN PLAYER INFORMATION AND "PRINT" COPY OF ORDER FOR YOUR RECORDS.
  - J. CLICK ON- "EMAIL" AND SEND COPY OF ORDER TO: [sales@accentapparel.com](mailto:sales@accentapparel.com)
- 2) ACCENT APPAREL WILL REVIEW YOUR ORDER FOR ANY DISCREPENCIES AND TO VERIFY YOUR OTIONS ETC.. YOU MAY CALL US AT ANY TIME DURING THE ORDER PROCESS.
- 3) ONCE YOUR ORDER IS ACCEPTED, ACCENT APPAREL WILL EMAIL YOU AN ORDER NUMBER, TOTAL ORDER AMOUNT BEFORE DISCOUNT, AND PROMOTIONAL CODE (TO RECEIVE DISCOUNT). THIS MAY TAKE A DAY OR TWO SO THAT NO MISTAKES WERE MADE ON YOUR ORDER BEFORE PAYING.
- 4) ONCE YOU HAVE YOUR ORDER NUMBER AND TOTAL COST, GO TO : [www.accentapparel.com](http://www.accentapparel.com) . CLICK ON-"SHOPPING CART" FOR PAYMENT.
- 5) TYPE IN THE FULL AMOUNT OF YOUR ORDER BEFORE DISCOUNT AND HIT "ENTER".
- 6) IN THE PAYMENT SECTION- USE PROMOTIONAL CODE#: **(WHICH YOU WILL RECEIVE IN YOUR EMAIL) IN THE "PROMOTIONS" SECTION OF THE SHPPING CART CHECK OUT TO RECEIVE YOUR 40% DISCOUNT. PLACE YOUR "ORDER NUMBER" IN THE "MEMO" SECTION FOR REFERENCE.**
- 7) PRINT A COPY FOR YOUR RECORDS. YOUR ORDER SHOULD TAKE APPROX 10-60 DAYS DEPENDING ON AVAILABILITY.
- 8) YOU MAY CALL, FAX OR EMAIL AT ANY TIME IF YOU HAVE QUESTIONS OR WOULD LIKE TO SPEAK TO A SALES REPRESENTATIVE.
- 9) ANY AND ALL STYLES ARE AVAILABLE FROM OUR CATALOG. SIMPLE ORDERS CAN BE PLACED VIA FAX, EMAIL OR BY PHONE.

