

# College kit order form

#### How to order online

Visit the website kits.ellisons.co.uk and click on 'My account' and sign in if you are an existing Ellisons customer or register if you are a new customer.



- 2 Once you are signed in, click on 'Student kits'.
- 3 Enter your unique college code, shown below.

SKC23065

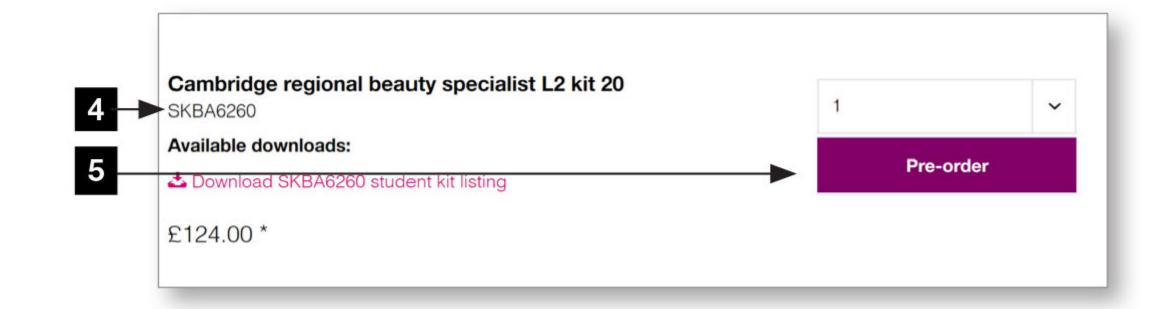
- You will be presented with a list of available kits for your college, simply select the quantity you require for each kit.
- Click the 'Pre-order' button to add to your basket.
- 6 Complete your order by clicking on 'View basket'.

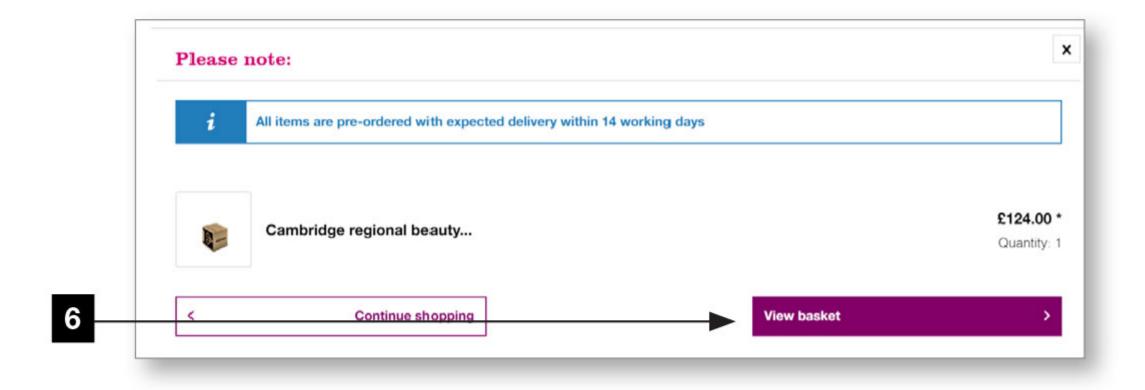
Select 'Checkout'. All kits are pre-ordered. Your kit will be assembled to order and will be delivered within 14 working days.

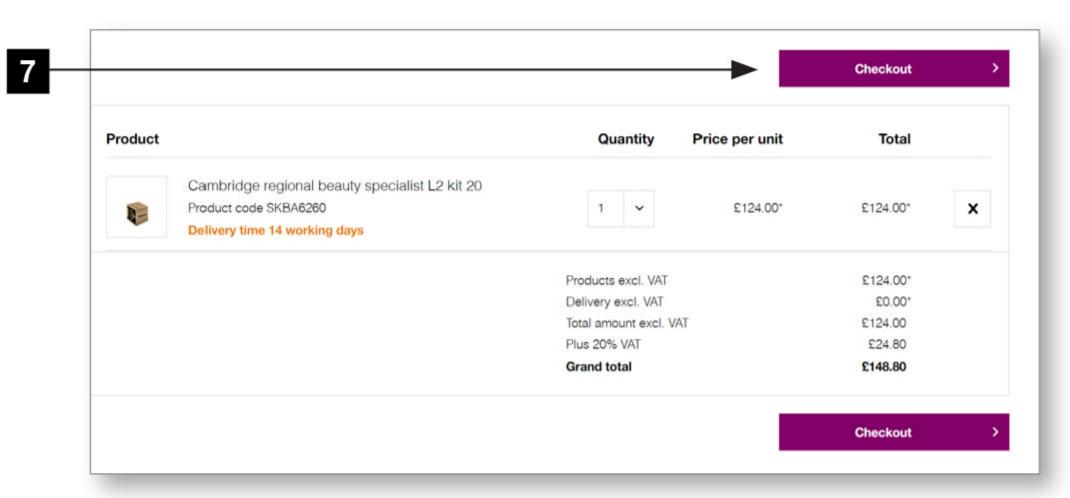
Student kit ordering
Welcome to the student kits orders page, please enter the unique college code from your form in the box below.

College Code

Find College >







- Complete the checkout process. Once your order has been processed, please allow 14 working days for delivery. Payment will be taken immediately.
- A confirmation of your order will be sent to your email address. Please keep this for future reference should you need to contact us.
- A student kit contents sheet will be sent to your email address. Please keep this to check all contents for each kit ordered.

If you need any help with completing your order, please call our college department.

# College kit order form

Your unique college code

SKC23065

We accept











## **Kit summary**

Product description New College Durham level 3 beauty kit 23

Kit code SKBE5230

£ 60.00

£0.00

OP220

Aromatherapy compact kit x 1

Delivery Charge excl VAT

Total VAT £12.00

Please note your delivery will be to the college. Please see below for terms and conditions of delivery.

Total: £72.00

**Please note:** for September courses, kit order(s) will not be processed before the end of July. Once processed, please allow up to 14 working days for delivery. Payment will be taken immediately.

# Delivery and receiving your kit

#### **Delivery**

- Your predetermined delivery location is printed in bold underneath your kit contents list, this has been decided by your college
- Home deliveries incur a £5.95 delivery charge
- We accept no responsibility for delivery delays due to circumstances outside of our control

#### Checking and reporting of damages/shortages

- Immediately upon receipt of your kit(s), please download the student kit listing from the website to check all contents within each kit
- Please report any issues with your kit to college@ellisons.co.uk within seven working days
- Any claims reported after this date will not be honoured

**Terms and conditions:** normal terms and conditions of sale apply. Please visit www.ellisons.co.uk/terms for more information.

### **Exchanges and returns**

- Contact us via email at college@ellisons.co.uk with your order number for a returns number
- Our college team will email you back with your returns number and full details of how to return within 24 hours
- You have seven days from receipt of your parcel to return your kit(s)
- If the kit is being returned because it is no longer required and is not a fault of Ellisons then a credit will be applied to your account within five working days of receipt of the goods minus an administration charge of 10% of the value of the item. If the item is received in a non-saleable condition then no credit will be made. If you wish the item to be sent back to you then you will incur the postage costs
- We can arrange a returns collection for £12.99 or you can arrange for your kit to be returned to us but please ensure you get a proof of delivery so you can track the parcel through your delivery provider
- The kit must be returned fully boxed in perfect condition and each item in its original packaging

