

UNIVERSITY
OF WARWICK

TEAM WARWICK SPORTS CLUB KIT ORDERING PROCESS FOR FLEECEES



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1) Fleece Ordering Process Option 1

Orders for fleeces can be placed in bulk directly with Surridge up to and including Friday 18th September by contacting Danny or Jimmy on the below email addresses;

- Danny@surridgesport.com
- projectsteam@sdlgroup.com

2) Fleece Ordering Process Option 2

Online orders will be available during a ordering window which will close on **Friday 18th September** of which individual fleece orders can also be made by selecting your club sport in the drop down menu.

3) Placing A Bulk Order Through Your Club Accounts

Once the order has been received the club will receive a quote for approval from Surridge Sport.

If the club is happy with the quote, they must then request a PO number by emailing your quote and completed purchase order form (MRF-Resources Search) to Sports@warwicksu.com.

Your SU Sports Co-ordinator will check your club funds and process the order creating a PO. The PO will need providing to Surridge via email.

Please note the lead times for orders only begin once Surridge Sport have received the purchase order number.

4) Lead Times

Surridge Sport lead times for fleeces will be 14 weeks from the closing date of **Friday 18th September**.

5) Delivery

All bulk orders will be delivered free of charge to the university at Warwick SU Reception, Warwick Students' Union, Gibbet Hill Road, Coventry, CV47AL. Online shop orders will also have the option to select from the free weekly delivery to campus which can be collected from Warwick SU Reception, Warwick Students' Union, Gibbet Hill Road, Coventry, CV47AL.

