



**UNIVERSITY
OF WARWICK**

TEAM WARWICK SPORTS CLUBKIT ORDERING PROCESS



TEAM WARWICK SPORTS CLUB KIT ORDERING PROCESS

1) Who to contact

To discuss any of your playing kit or leisurewear requirements contact Danny or Jimmy using the below email addresses;

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

2) Ordering

Orders can be placed in bulk directly with Surridge through your club accounts or through the online web shop platform. Ordering through online shops will allow individuals to pay directly for their items.

3) Bulk Ordering

This applies if you are placing a bulk order through your club account.

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) Bulk Order Delivery

All bulk orders will be delivered weekly free of charge to the university at

Warwick SU Reception, Warwick Students' Union, Gibbet Hill Road, Coventry, CV47AL

5) Online Shop Order Deliveries

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

