

## How to order online

- 1** Visit the website [kits.ellisons.co.uk](http://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.  

SKC17007-1
- 4** You will be presented with a list of available kits for your college, simply select the quantity you require for each kit.
- 5** Click the 'Pre-order' button to add to your basket.
- 6** Complete your order by clicking on 'View basket'.
- 7** Select 'Checkout'. All kits are pre-ordered. Your kit will be assembled to order and will be delivered within 14 working days.
- 8** Complete the checkout process. Once your order has been processed, please allow 14 working days for delivery. Payment will be taken immediately.
- 9** A confirmation of your order will be sent to your email address. Please keep this for future reference should you need to contact us.
- 10** A student kit contents sheet will be sent to your email address. Please keep this to check all contents for each kit ordered.

**Step 1**  
Create account and login.

**2** → **Student kits**

**3** → **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** >

**4** → **Cambridge regional beauty specialist L2 kit 20**  
SKBA6260

Available downloads:  
[Download SKBA6260 student kit listing](#)

Quantity: 1  **Pre-order**

£124.00 \*

**5** → **View basket**

**Please note:**  
All items are pre-ordered with expected delivery within 14 working days

Cambridge regional beauty... £124.00\*  
Quantity: 1

**6** → **View basket**

**6** → **Checkout**

Product	Quantity	Price per unit	Total
Cambridge regional beauty specialist L2 kit 20 Product code SKBA6260 Delivery time 14 working days	1	£124.00*	£124.00*
Products excl. VAT			£124.00*
Delivery excl. VAT			£0.00*
Total amount excl. VAT			£124.00
Plus 20% VAT			£24.80
<b>Grand total</b>			<b>£148.80</b>

**7** → **Checkout**

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

# College kit order form

Your unique college code

SKC17007-1

We accept



## Kit summary

**Product description** Crawley College scissor kit right hand kit 23

**Kit code** SKHE5294

**£ 24.99**

RAN611031 STR S scissor 5" and STR thinner 5.5" x 1

**Delivery Charge excl VAT: £0.00**

**Total VAT: £5.00**

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

**Total: £29.99**

**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](http://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

