



# LaBeeby<sup>TM</sup>

Work glamorous

Unit 9 Holbrook Enterprise Park, New Street, Holbrook, Sheffield S20 3GL  
T: 0114 251 3511 F: 0114 251 3399 E: sales@labeeby.co.uk [www.labeebyacademy.co.uk](http://www.labeebyacademy.co.uk)

## How to order

### Online

Visit [www.labeebyacademy.co.uk](http://www.labeebyacademy.co.uk) and use the username and password overleaf. Using our secure website is the quickest and safest way to order goods. You will receive an order reference number and confirmation that your order has been authorised.

### Telephone

Call **0114 2513511**. If you have not got internet access, you can place your order on our student order line. Please have this order form and your credit/debit card details with you when you call to place your order.

### Post

You can post your order to: **Student Orders**  
La Beeby Academy, Unit 9, Holbrook Enterprise Park, New Street, Holbrook, Sheffield S20 3GL

Failure to fill the form in correctly will result in your order form being returned to you and your order being delayed. Please ensure your name, address and telephone number are written on the back of the cheque.

## Returns Policy

**Please enclose the relevant paperwork with all returned garments.**

### Garments for Refund & Exchange

Refunds or exchanges will only be processed providing the goods are returned to La Beeby within 28 days of receipt. Products must be in their original packaging, unworn, unwashed and complete with their original labels and packaging.

Garments that have been EMBROIDERED/PERSONALISED, ALTERED or are a NON STOCKED ITEM will not be refunded or exchanged. We reserve the right to refuse a refund or exchange for items returned that are not in a re-saleable condition.

You are responsible for payment of the postage to return any item and we strongly advise you obtain proof of posting as La Beeby cannot be held responsible for items lost in the post. You DO NOT need to inform us before you send a return.

If an incorrect item has been sent to you please contact us and we will advise the return process.

•We will only refund the price of the item to the purchaser once it is received by us.  
Following receipt by La Beeby please allow 7/10 working days to credit the purchases account.

For items that require exchanging please enclose a cheque for £4.95 to cover delivery & admin charges.

## Terms & Conditions

We recommend that you order as early as possible. For deliveries to your home address please allow 21 days. Orders sent to the college will be delivered fortnightly from 21st August 2017. Please check with your college to see if they have a sizing range for you to try to ensure you order the correct size.

**Enquiry Number: 0114 2513511**