

Casual Kit Bulk Order Process

Download order form for and complete all relevant details include amounts, sizes, personalisations

Send order form to jimmy@sdlgrouppltd.com
Who will send a quote (cc susportkit@bath.ac.uk in communication)

Once the quote is Confirmed, complete an online product request form (include VAT in online product cost)

Send online product request form and quote to SU for approval

Make sure the product form matches the quote with regards to amounts and pricing. The product will go on sale the next working day by 3pm earliest

Advertise product out to members with deadline. Products are displayed on your clubs webpage

Once the product deadline has passed the club Chair or Treasurer can request the product list from SU Finance to confirm who has paid. Once you have checked this forward the confirmed order to susportkit@bath.ac.uk

SU will Give SS PO number to place order

At this point the order has gone into production and where the lead times begin

SU receives hoodie Delivery and emails club to arrange collection from the Edge office (level 2)

Contact SS (cc susportkit@bath.ac.uk in communication) and inform of delivery issues

Club collects and checks delivery

Delivery doesn't match order

Delivery matches order

Handout to club members

