

Check what the kit requirements are for your sport in your league or NGB

Go through Surridge bulk order process

Contact jimmy@sdlgroup ltd.com at Surridge to see if they can supply kit with requirements

Contact desired companies for kit requirements

Ask company for designs with logo that align as close as possible with the pantone colours:
-286
-123

Send chosen design to susportkit@bath.ac.uk for approval and request for high quality logo images to be sent to company

If approved SU will send company high quality logo images.

Club requests quote from company and sends to susportkit@bath.ac.uk

Club creates online product for members to pay for kit items (must include VAT/shipping in price of product)

Any kit that hasn't been paid for by club members will be removed from order

Club members purchase all kit by deadline

Club contacts susportkit@bath.ac.uk to Confirm payments are all in and Request a PO number and place order with company

Kit gets delivered to SU

Contact kit company (cc susportkit@bath.ac.uk in communication) and take appropriate actions

Delivery doesn't match order

SU contact club to check delivery

Delivery matches order

Handout to club

Important information

- Clubs can only go to external companies if Surridge do not make, or the kit is not to the level which is needed for competition.
- If the company you are using is new to the University Finance will need to send them a form to complete for email contact .
- Invoices are the preferred way of payment but the credit card can be used.
- High quality logo images will be sent directly to the company when requested to allow best quality possible
- Club budget can't be used on personal kit items