

## Ordering U3A Golf - Moraira Teulada - Merchandise

U3A Golf Moraira Teulada has partnered with MPS Workwear to provide members with branded clothing. The guide below is to assist you in ordering but should you have any questions, you can contact MPS directly by email, **hello@mpsworkwear.co.uk**, telephone **+44 1844 354450** or by using the online chat function on the website.

Step 1	Step 2	Step 3
Visit <a href="http://www.mpsworkwear.co.uk">www.mpsworkwear.co.uk</a>	On the left hand side, click "Customer Shops"	You will see the U3A Golf logo and shop named "U3A Golf Moraira Teulada". Click the link.

Step 4	Step 5 (Shipping)
Select the product (s) that you would like to order including the size and colour and add them to your basket	Shipping is to the UK as standard. If you require items to be sent to Spain then you need to add the item "Shipping to Spain" to your basket in addition to any clothing.

When you have added everything you wish to buy to your basket, click "Checkout" in the top right hand corner.

Step 6	Step 7 <u>(Applicable to Spanish deliveries only)</u>	Step 8
When you have added everything you wish to buy to your basket, click "Checkout" in the top right hand corner.	If your order is to be sent to Spain, please enter your full address in the "Special Instructions" box.	Check your order, and if you are happy, click "Go to Checkout"

Step 9	Step 10	Step 11
<p>Enter your UK billing &amp; shipping address details (if applicable) and contact email address.</p> <p><b><u>Deliveries to Spain - please use MPS Workwear's address for this section.</u></b></p> <p><b><u>51 Poppy Road</u></b>  <b><u>Princes Risborough</u></b>  <b><u>Bucks</u></b>  <b><u>HP27 9DB</u></b></p> <p><b><u>Your order will still be shipped to the address in Spain that you entered on the previous page.</u></b></p>	<p>Read the T&amp;C's, and if you agree, check the box and click "Confirm Order"</p>	<p>You will now be taken to the SagePay payment gateway where you will need to enter your credit or debit card details.</p>

MPS will manufacture and ship your order as soon as possible. Turnaround is usually between 7-14 days and shipping is 1-3 days for UK orders and 3-5 for Spanish delivery.