

## Order Form For Kent Woodturners Embroidered Clothing

**Purchasers Details:**

Name:

Tel Number:

Email Address:

Delivery Address:

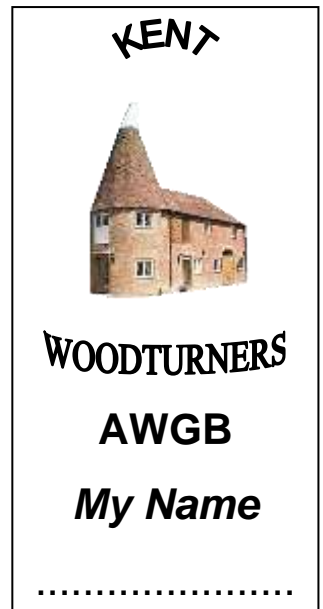
Size	XS	S	M	L	XL	2XL	3XL	4XL
UK Size	8-12	14	16	18	20	22	24	26
Chest(inches)	30-34	36	38	40	42	44	46	48

Item	Bottle Green	Black	Maroon	Navy Blue	Royal Blue	Red	Add Size	Price
<b>Polo Shirt</b>	x	x	x	x	x	x	.....	£18.50
<b>Sweatshirt</b>	x	x	x	x	x	x	.....	£20.00
<b>Full Zip Fleece</b>	x	x	x	x	x	x	.....	£25.00










**Delivery Requirements:**

Personal Collection

Postal Delivery (Add £4. 99)

## Purchasing Instructions

To minimise the possibility of misunderstanding or mistakes the following procedure should be adopted.

- Telephone SEMMA4 (**01622 68 6515**) or make a personal visit to check availability of size and colour.
- Place the order, determine collection/delivery and make payment by phone (card) or in person. A delivery charge of £4.99 is levied for total purchases of less than £50 when not collected.
- Complete the "**Order Form For Kent Woodturners Embroidered Clothing**" to reflect your requirements.
- Scan and email the completed form to SEMMA4 (**info@semma4.co.uk**).
- The next day telephone SEMMA4 to confirm that they have received the form and understand the requirement.

### Completing Order Form For Kent Woodturners Embroidered Clothing

1. Each Item to be on a separate form.
2. Select the item and colour by circling the appropriate "x".
3. Select and circle the size in the size table and add M or L or XL, etc. alongside the colour selection.
4. Choose the embroidery option by placing an "x" in the appropriate box.
5. If appropriate score out "*My Name*" and write your name in the chosen option, as you wish it to be embroidered ( it will be upper and lower case). The embroidery will be positioned on the left side as worn.
6. Select whether, personal collection or to be delivered.
7. Include your contact and delivery details.

### Returns Policy

Information regarding returns procedure can be found at **www.semma4.co.uk**. However, items that have been embroidered cannot be replaced (free of charge) unless there is a fault in the embroidery process or a defect in the item. **It is therefore important that instructions to SEMMA4 are clearly recorded and sent to SEMMA4 on paper even if an order is placed over the phone**

SEMMA4, 34 Lower Stone Street, Maidstone, ME15 6LX  
Tel: 01622 686515  
E-mail: info@semma4.co.uk  
Website: www.semma4.co.uk