

**ARGYLL COLLEGE CLOTHING ORDER FORM**

**2018/19**

**Name:** \_\_\_\_\_

**Centre:** \_\_\_\_\_

**Student ID /  
Staff AR No.** \_\_\_\_\_



		S 36"-38" (Approx size 10)	M 40"-42" ( Approx size 12-14)	L 42"-44" ( Approx size 14-16)	XL 44"-46" (Approx size 18-20)	2XL 46"- 48"	TOTAL
Hoodies £20	Purple						
	Black						
	Sapphire Blue						
Polo Shirt £10	Purple						
	Black						

All the above clothing styles are unisex.

The polo shirts are also available in a women's style which have slightly shaped sides and bottom hem vents for a more fitted silhouette. Sizes below.

		Ladies size S(10) 32"-34"	Ladies size M(12) 34"-36"	Ladies size L(14) 36"-38"	TOTAL
Polo shirt £10	Purple				
	Black				

<b>ORDER TOTAL</b>
£

Signature of Centre manager:.....

Copy of receipt number:.....

All clothing styles are unisex unless specified. The above measurements are given as a guideline only. Please pay the centre manager in full at the time of ordering. All orders should be given to the centre manager for processing.

Delivery will be direct to the centre and should be approximately 3 weeks from ordering however this may vary slightly, please see centre manager for more information.

#### Guidelines for ordering clothing

- Please see attached order form for details for clothing, colours and sizes available. Additional sizes may be possible, however please contact Rebecca Stewart at the Dunoon centre if you require further info.
- Please ensure that the staff/student has completed all the relevant information on the order form including their ID or AR number.
- All orders must be authorised by the centre manager.
- All items must be paid for in full at the time of ordering. Please also complete the receipt number so that we know the order has been paid for.
- Once the order form has been completed please scan/email the form to Rebecca Stewart [rebecca.stewart@uhi.ac.uk](mailto:rebecca.stewart@uhi.ac.uk) at the Dunoon centre as soon as possible. Please enter "College clothing order" in the subject field to help identify incoming orders more easily.
- We hope to collate all orders and place the orders on a monthly basis. Once ordered the delivery times are approx. 1-2 weeks. We are advising all staff/ students that delivery could be approx. 3 weeks but may be longer depending on when the orders are placed and when we can get the items out to each centre.

There is a new income code for these items it is: 4911