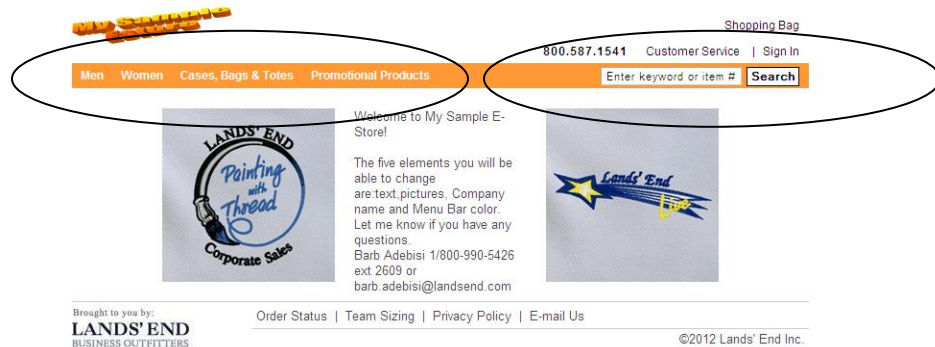


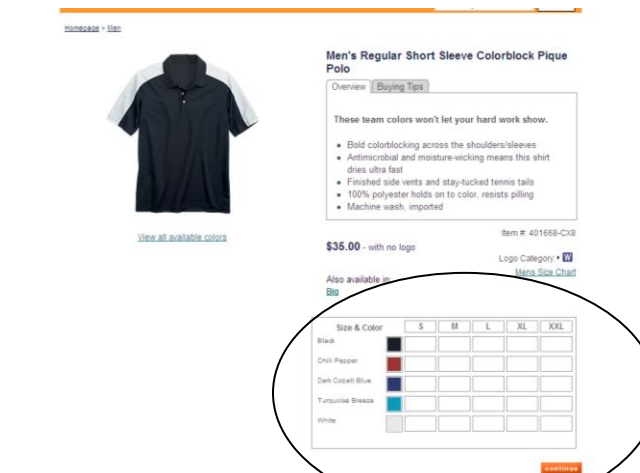
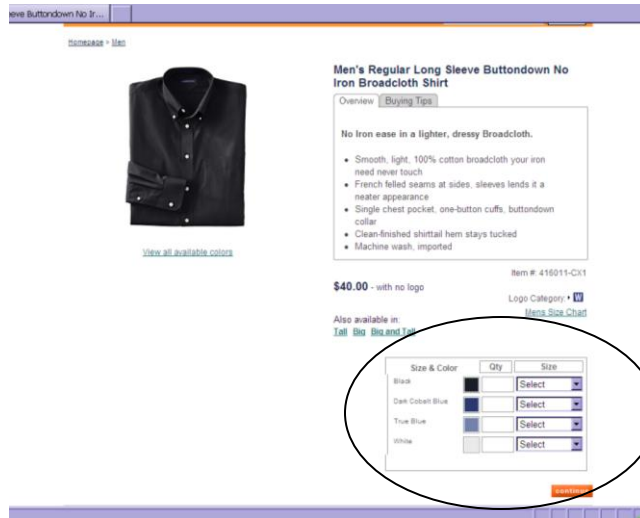
# Customized Company Store ORDER INSTRUCTIONS

**UELAC Store URL:** [ces.landsend.com/UELAC](http://ces.landsend.com/UELAC) or <http://ces.landsend.com/UELACUSA> (for our American members)

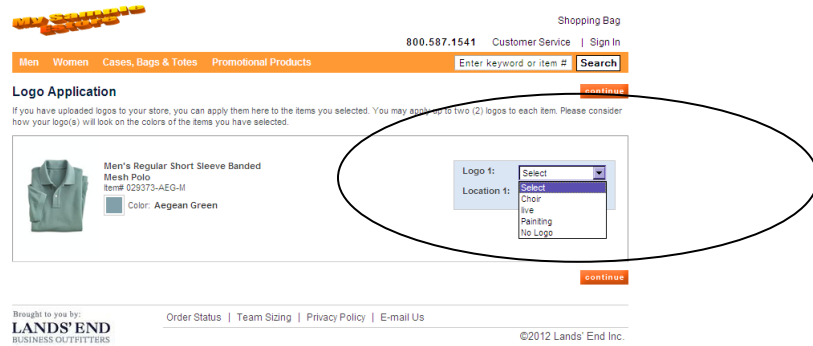
## 1. Select a category to start shopping or use the search tool.



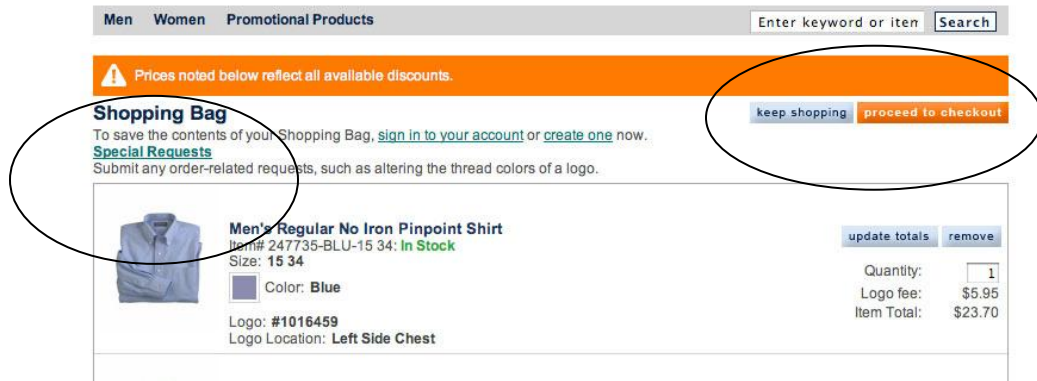
## 2. Click on the item until you see one of the ordering grids below. Choose color, size and enter your quantity needs in the appropriate box. Click Continue.



**3. Logo application page - Use the drop down arrow to select the correct logo. You have the choice of the cypher or the Loyalist flag. Location defaults to left side chest. Click Continue to the shopping bag.**



**4. Shopping bag - You may either continue shopping and repeat above steps or proceed to check out. You may also use the "special request" link here to communicate special instructions about your order.**



**5. Check out – After filling in the shipping address you will be taking to the billing page. A **billing address** (where to send your receipt) **MUST** be entered. Fill in **credit card information** and **email address** to submit your order.**

Checkout - Payment Information (Step 3 of 3) - Windows Internet Explorer provided by Lands' End

https://ocs.landsend.com/cgi-bin/ncommerce3/ExecMacro/corpsales/CCS\_ORD\_PAYINFO.d2w/reportOrder\_rn=800065988store\_name=corpsales&Submit3=Continue

Men Women Cases, Bags & Totes Promotional Products Enter keyword or item # Search

1. Shipping Information 2. Shipping Address Review 3. Billing Information 4. Order Confirmation

Shipping Information

**Credit Card**

Credit Card Type: [Select]

Credit Card Number: [Text Box]

Expiration Date: [Month] [Year]

Billing Address:  Same as shipping address

Company: [Text Box]

Enter Company name above if billing to a business address.

Title (Optional): [Select]

First Name: [Text Box]

Middle Initial (Optional): [Text Box]

Last Name: [Text Box]

Address: [Text Box]

Line 2 (Optional): [Text Box]

City: [Text Box]

State: [Select]

Zip/Postal Code: [Text Box]

Country: [USA]

Phone: [Text Box]

Fax (Optional): [Text Box]

**Order Confirmation**

Your e-mail address is required to complete your order. Learn more about Lands' End privacy and security policies.

E-mail Address: [Text Box]

Confirm E-mail Address: [Text Box]

Sign me up for e-mail updates to receive special offers and product news from Lands' End.

submit

Footnotes:

Debit Cards:  
Depending on your financial institution, funds may be held from your account before your order is shipped. Lands' End is not responsible for overdraft charges.

**If you have questions or changes on your order, please call 800-338-2000 and reference the online order number given when your order is submitted.**

**An order confirmation will be e-mailed when we start the embroidery process (1 – 2 days after you submit the order) and a shipped notice will be sent when your order ships.**

**Please expect delivery within 12 - 14 business days for customized product.**