

## Instructions for placing orders for LWMLC apparel

Step 1 – Go to Website - Click on Resource Centre Tab – You should see the flyer with the items and sizes.

Step 2 – Select item

Step 3 – Confirm size based on 'Size chart'

Step 4 – Choose colour

Step 5 – Under the flyer you will see the fillable order form for Apparel. Complete the order form. (Please DO NOT add other items from the catalogue – please use the *Gifts and Treasures* form found on that page.)

Step 6 – Once the order form is completed, save it to your computer. If you have manually completed the form on the printed order sheet, then you will need to take a picture or scan it as a pdf file.

Step 7 – Email the completed order form to [resourcecentre@lutheranwomen.ca](mailto:resourcecentre@lutheranwomen.ca) along with the order form as an attachment.

Step 8 – Payment will need to be made when you receive the invoice that will accompany the items.