

## ORDER PROCESS

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Contact Tom Jackson on [tomj@akumasports.com](mailto:tomj@akumasports.com), 01676 533 320 with the on-field and leisurewear garments you are interested in.

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Tom will provide you with a design brief for all the garments, based on the agreed upon University of Lincoln Students' Union guidelines. Tom will also provide you with a bespoke sizing sheet for the order.

③

Take the sizing sheet to the Student Union reception, who will provide you with sizing sets for each of our garments for you to try on. We insist that you try the samples on to be as accurate as possible.

④

Fill out the sizing sheet and tick that you have tried the garments on. Please make any personalisation you require clear.

⑤

Tom will be in contact to confirm all the details on the sizing sheet.

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Tom will then provide you with a quote based on the quantities and decoration included on the sizing sheet. He will also include the Design Sign Off Sheet (detailing every aspect of the designs) and the finalized sizing sheet.

⑦

Once you approve all three elements of the order you then need to seek SU approval of the designs. This is done by email the design to [activities@lincolnsu.com](mailto:activities@lincolnsu.com) from your Sports Club generic account, the Vice President Activities checks the design and if approved, email confirmation back to you.

⑧

Once you have design approval, and you are ready to place the order, upload the quote and design to create a purchase order on the Activities dashboard on Lincoln SU.com. The order will then be processed for a Purchase Order will be sent to Akuma.  
You can track the progress of the order on your dashboard.

⑨

Steph Ascott, from Akuma, will send through the order confirmation to your generic email address. It is vital that you read this thoroughly and approve via [Steph@akumasports.com](mailto:Steph@akumasports.com). Once the Order Confirmation is approved, the order will go into production, and cannot be changed after this point.

⑩

Your order will arrive at the Student Union reception 3 weeks after stage 9.  
Lincoln SU will email you when it is ready for collection.

⑪

When you collect it, you will need to confirm receipt of all items and "Goods Receive" the delivery. At this point the SU will then make payment to Akuma and the funds will be deducted from your account.