## Ordering process



Do you have an account?

#### Yes

- Log into your account on the website.
- If you are trained you will see our full range of resources and Advanced training modules.

#### No

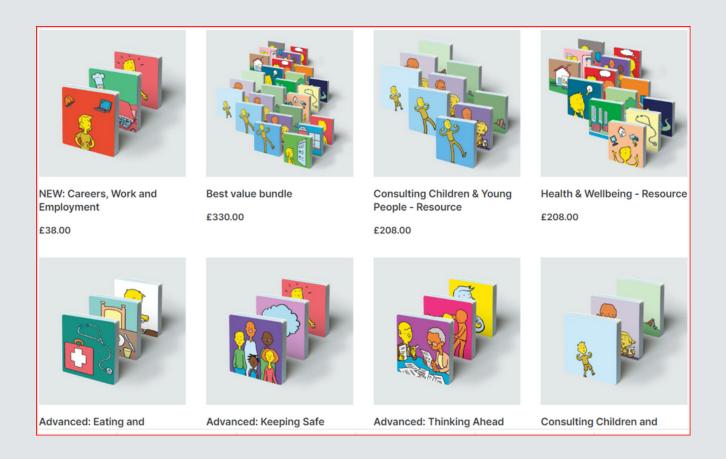
- You can order some resources and Foundation Training without an account.
- No account?
- Create one and let us know on info@talkingmats.com then follow the rest of these steps

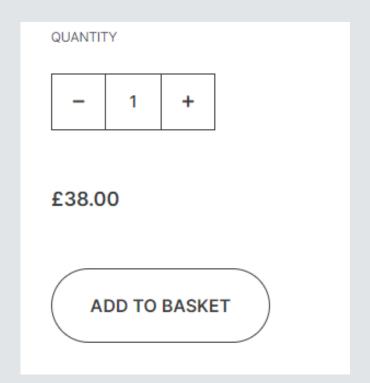


 Go to the Shop tab and select Resources

• Select the Me and My Senses resource £38

 Select number required and add to basket





# At the checkout: Billing

- Fields with asterix need to be filled in
- 'company' eg Rainbow School
  this is who the invoice will be addressed to
- email address this is where the invoice will be sent
- Company box should always be ticked and filled out accurately if relevant



Billing Address	
Country / Region **	First name
United Kingdom (UK)	Paula
Last name .*.	Street address **
Douglas	Unit 5 Beta Centre
Town / City *	County (optional)
STIRLING	County
Postcode ::	Invoice Email Address ***
FK9 4AX	paula@talkingmats.com
Phone <u>*</u>	
01786479511	
Organisation / Company Name ::	
Talking Mats	

# At the checkout: Shipping

• This is where your resources will be sent. Please put your name in this section although the delivery address can be a department / school you work in.



Ship to a different address?	
Shipping Address	
Country / Region **	First name **
United Kingdom (UK)	Mary
Last name *	Street address *
Contrary	Puddleduck Lane
Town / City	County (optional)
Emerald City	County
Postcode *	Contact Email **.
BBBJJJ	info@talkingmats.com
Phone *	
01786479511	
Organisation / Company Name **	
Organisation / Company Name	

### At the checkout:

### Paying by credit card

- This is our preferred method
- Tick 'credit card' and enter number
- Read and tick the terms & conditions
- Place order
- order confirmation email is also the VAT receipt



Your order Health & Well-being - Communication - Licenced Training Resource x 8 £200.00 **Royal Mail Shipping** £7.80 £1.30 20% (VAT on income) Total £207.80 Credit Card (Stripe) Pay with your credit card via Stripe. Credit or debit card **1122 3344 5566 7788** The card number is not a valid credit card number. Purchase Order Payment I would like to receive exclusive emails with discounts and product information (optional) Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy. I have read and agree to the website terms and conditions Place order

### Paying by Purchase Order

- Tick 'Purchase Order' and enter number
- Read and tick the terms & conditions
- Place order
- An invoice will be sent to the email in the billing section

You may need a quote from us to arrange a PO please contact us on info@talkingmats.com



Improving communication, improving lives

Your order		
Health & Well-being - Communication - Licenced Training Resource x 8 (0kg)		
	£200.00	
Royal Mail Shipping	£7.80	
20% (VAT on income)	£1.30	
Total	£207.80	
Credit Card (Stripe)		
Purchase Order Payment		
You will be invoiced and a purchase order will be required to be attached to the order. *		
PO12356		
I would like to receive exclusive emails with discounts and product information (optional)		
Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our <u>privacy policy</u> .		
I have read and conditions	agree to the website terms and	
Place order		



 order confirmation email sent to person placing the order

 we aim to process and post your order within 10 working days