ONLINE ORDER INSTRUCTIONS

**Store URL:** Click url to access [business.landsend.com/store/augustana_university](http://business.landsend.com/store/augustana_university)

**STEP 1:** Select a category to start shopping or use the search tool.

**STEP 2:** Click on the item until you see the ordering grid below. Choose color, size and quantity. Click **APPLY COLORS**.
STEP 3: Logo Application Page - Click on logo choice and logo location. Click and then to view your shopping bag.

STEP 4: You may either continue shopping by clicking on and repeat steps 1-3 or click to checkout.
STEP 5: You may also use the “special notes” link to communicate special instructions about your order. To proceed to checkout, click START CHECKOUT.

STEP 6: If you are a returning customer, sign in with username and password. If you are a new customer, please create an account by clicking on CREATE AN ACCOUNT. Fill in all fields and click CREATE AN ACCOUNT.
STEP 7: Complete shipping and billing information. Use a credit card to checkout and submit your order. (International shippers please call: 1-608-935-8172.)

If you have questions or changes regarding your order, please call 800-920-1471 or email businessoutfitters@landsend.com and reference the online order number given when your order is submitted.

Order confirmations will be e-mailed when we start the order process and again when your order ships.

Orders will be delivered within 10-14 business days.