

BUSINESS OUTFITTERS

BY LANDS' END

ONLINE ORDER INSTRUCTIONS

Store URL: Click url to access 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 LOGO(S)**.



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STEP 3: Logo Application Page - Click on logo choice and logo location. Click and then

ADD TO BAG

APPLY LOGO

APPLY LOGO(S)

Men's Short Sleeve Workwear Polo
Color: Soapstone
Regular: S (QTY: 1)

Item Cost: \$35.00

LOGO 1

1. SELECT A LOGO

Logo #0878663 Approved \$5.95	Logo #1448598 Approved \$5.95	Logo #1448801 Approved \$5.95	Logo #1451373 Approved \$5.95
Logo #1448599 Approved \$5.95	Logo #1448803 Approved \$5.95	Logo #1451820 Approved \$5.95	Logo #0930568 Approved \$5.95
Logo #0810996 Approved \$8.50			

2. SELECT A LOCATION

Chest Left Side

CANCEL APPLY LOGO

STEP 4: You may either continue shopping by clicking on **CONTINUE SHOPPING** and repeat steps 1-3 or click **PROCEED TO CHECK OUT** to checkout.

JUST ADDED TO YOUR SHOPPING BAG

MEN'S SHORT SLEEVE WORKWEAR POLO
Color: Soapstone
Regular: S (QTY: 1)

Logo #1448598
\$5.95
Location: Chest Left Side

Please Note: The above logo may not reflect the actual selected colors.

Cost of Item(s): \$40.95
Shopping Bag Subtotal: \$40.95

CONTINUE SHOPPING PROCEED TO CHECK OUT

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STEP 5: You may also use the “special notes” link to communicate special instructions about your order. To proceed to checkout, click [START CHECKOUT](#).

The screenshot shows two side-by-side panels. The left panel is titled 'SHOPPING BAG' and contains a list of items. The first item is 'Men's Short Sleeve Workwear Polo' in 'Color: Soapstone' with an 'Item Total' of '\$40.95'. Below it is 'REGULAR # 466954CX9' in 'Size: S' with a 'QTY' of '1' and a price of '\$35.00'. A 'REMOVE' link is next to it. Below that is 'Logo 1: View Logo' with a price of '\$5.95' and a 'REMOVE' link. At the bottom of the bag is a 'Continue Shopping' link. The right panel is titled 'REVIEW + ORDER TOTALS' and shows a summary of the order. It lists 'Subtotal: \$40.95', 'Shipping: TBD', and 'Tax**: \$0.00'. The 'Total:' is '\$40.95'. Below the totals is a section for 'ENTER SPECIAL NOTES REGARDING YOUR ORDER' with a text area and a 'PROMOTION' section with a 'PROMO CODE' field and an 'APPLY' button. At the bottom of the right panel is a 'START CHECKOUT' button.

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](#).

The screenshot shows a 'NEW CUSTOMERS' form. It includes a heading 'NEW CUSTOMERS' and a sub-heading 'Retrieve past orders. Store and maintain addresses and settings. Fields marked * are required'. The form has the following fields: 'First Name', 'Last name', 'User Name' (with a help icon), 'Password' (with a help icon), 'Confirm Password', and 'Email Address'. Below the 'Email Address' field is a 'CREATE AN ACCOUNT' button.

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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.)

1. SHIPPING

First Name

Last Name

Address Line 1

Address Line 2
 *Optional

Company Name
 *Optional

City

State Zip Code
Please select a state

Country
United States

Phone
 *Optional

Save this address to my address book

SHIPPING METHOD

Please note: **All timeframes** include 5-7 business days for processing. [NEED IT SOONER?](#)

Standard
Delivery of your decorated product may take 10-14 business days with standard shipping.

UPS 2 Day
Delivery of your decorated product may take 9-13 business days with UPS 2 Day.

UPS Next Day
Delivery of your decorated product may take 8-12 business days with UPS Next Day.

Shipping Cost : TBD

Enter delivery notes

CONTINUE TO BILLING

2. BILLING

Purchase Order #: *Optional

PAYMENT DETAILS

Payment Method
-- New Payment Details --

Card Type
Please select a card type



Name on Card

Card Number

Expiration Date
Month Year

BILLING ADDRESS
Same as Shipping Address

First Name

Last Name

Address Line 1

Address Line 2
 *Optional

Company Name
 *Optional

City

State Zip Code
Please select a state

Country
Please select a country

Phone

Save these Payment details to My Account

CONTINUE TO REVIEW + PLACE ORDER

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.