



Dear Parent/Guardian,

Subject: 2024 Commemorative Garment Online Ordering

We're excited to be supplying your 2024 Commemorative Garments! We're now accepting orders through our online store, so if you're after a Grade 6 garment for 2024, please see the information below for the ordering process.

Ordering is now open, and **we'll be taking orders until Tuesday 1st of August**, so please ensure you place your order before that date if you're after a garment. We cannot guarantee that we'd be able to supply a garment if you miss that cut-off date, so please make sure to order by that date to ensure that we can fulfill your order.

Direct Link: <https://beleza.com.au/product-category/primary-schools/j-l-primary/karingal-heights-primary-school/karingal-heights-commemorative-2024/>

1. Use the link above to open the page of your School's 2024 Commemorative Garments.
 - a. Alternatively, go to beleza.com.au
 - i. Select **'Online Store'** from the top menu or the home page menu.
 - ii. Select **'Primary Schools (A-Z)'** from the icons or in the 'Browse' list.
 - iii. Select **'(J – L)'** from the icons or in the 'Browse' list.
 - iv. Select **'Karingal Heights Primary School'** from the icons or in the 'Browse' list.
 - v. Select the **'2024 Commemorative Garments'** subfolder from the icons or in the 'Browse' list.
2. Select the garment, size, and quantity you would like to purchase and add to cart.
3. Once you have added all Commemorative items you would like to purchase, select the shopping cart in the top right corner of your screen.
 - a. *Please note that any orders with everyday items as well as Commemorative items in the same transaction will be cancelled and refunded due to differences in processing.*
4. Review your cart and check all items are correct before proceeding to 'Checkout'.
5. Fill in your billing details. There is no need to fill in shipping details as all orders will be shipped directly to the School and distributed by the staff.
6. Please include the Student Name at checkout.

Phone *

Email address *

2024 GRADE 6 COMMEMORATIVE HOODIE - SIZES
(COMMEMORATIVE): 14

Student Name *



- a. *Please note that the Student Name is required to indicate to the School which student each garment is for upon delivery. This is a required field for order processing purposes. The information will only be used for communication between Beleza and the School and will be treated as confidential information.*
7. Fill in your payment details with either card information or PayPal. PayPal 'Pay in 4' is available if paying with PayPal, which allows you to pay in installments if needed.
8. Select 'Place Order' to finalise the transaction.

Once the above steps have been completed, you'll receive an email from us with confirmation of your order. Please contact our head office team if you do not receive this email.

All communication regarding timelines and order status will be communicated directly to the School, so please contact your School for updates. For reference, our dispatch timeline will be during the month of February, so we'll have further updates later on in the year.

We're more than happy to assist with any sizing or ordering enquiries if needed, so feel free to reach out to us by emailing beleza@beleza.com.au or calling (03) 9702 3218.

Thank you,

The Beleza Commemorative Team