

## Guide to Make an Order

Once you are ready to make an order, please take the following steps:

Step 1:

Click on "View Cart" in your basket at the top right hand corner of the shop.

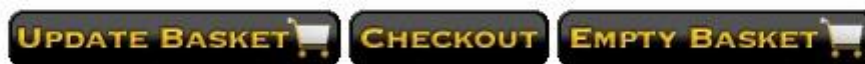


Step 2:

Verify products and shipping types (location) is correct and click "Checkout".

### - Your Shopping Basket

Image	Product Code	Name	Quantity	Price Each	Item Total	Action
	PSC_Paddy_BarLARGE	Paddys Bar Large Wooden Home Bar Pub Sign	<input type="text" value="1"/>	£25.00	£25.00	Delete Item
<b>Goods Total</b>					<b>£25.00</b>	
<b>Shipping Total - Click the option box below and select your appropriate shipping category.</b>					<b>£3.00</b>	
<b>Order Total</b>					<b>£28.00</b>	



Select Shipping Type:

UK Mainland

Any questions on shipping charges? [Contact Us.](#)

Step 3:

If you have an account, please insert your details and click login. If you do not have an account, please create one. We will not share your information with any third parties at any time. See [Our Privacy Policy](#)

Login To My Account	
Email Address	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	
I Wish To Open An Account	
<a href="#">Please click here to open an account</a>	

Step 3a:

If you're creating a new account, please insert your details here and click "Create My Account". Providing us with your details helps us with processing your order.

**- New Account Details**

<b>Email Address *</b>	<input type="text"/>
<b>New Password</b>	<input type="password"/>
<b>Repeat Password</b>	<input type="password"/>

Account Details	
<b>Company Name</b>	<input type="text"/>
<b>Title</b>	Mr ▼
<b>Forename *</b>	<input type="text"/>
<b>Surname *</b>	<input type="text"/>
<b>Address Line 1 *</b>	<input type="text"/>
<b>Address Line 2</b>	<input type="text"/>
<b>Town / City *</b>	<input type="text"/>
<b>County / State *</b>	<input type="text"/>
<b>Country</b>	United Kingdom ▼
<b>Postcode / Zip *</b>	<input type="text"/>
<b>Telephone Number *</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>
<input type="checkbox"/> <b>Please keep me on your mailing list</b>	
<input type="button" value="Create My Account"/>	

Step 4:

If you want to deliver to your account address then please click on "Select Address" under "Billing Address". If you wish to deliver to another address please fill out your details in the "Enter a New Address" section and then click "Use This New Address".

<b>Billing Address</b>	<b>Your Address Book</b>
[Select Address]	

Enter A New Address	
Company Name	<input type="text"/>
Name *	<input type="text"/>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Town / City *	<input type="text"/>
County / State *	<input type="text"/>
Country *	United Kingdom ▼
Postcode / Zip *	<input type="text"/>
Telephone	<input type="text"/>
<input type="button" value="Use This New Address"/>	

Step 5:

At the payment details section, if you wish to enter an offer code, please do this first and then click "Continue to Next Step". You will then be brought back to the payment details section where you can enter your card details or select the "Paypal" option. Click "Continue to Next Step" to proceed.

**Credit / Debit Card**  
Name on Credit Card   
Credit Card Number   
Expiry Date (mm/yy)   
Credit Card Type   
Start Date   
Issue Number (Switch / Solo Only)   
CVV 3 or 4-Digit Number

**PayPal**

**Gift Certificate**  
Certificate Number

**Offer Code**  
Code

Step 6:

Once you have verified everything is correct please tick the "I agree to the Terms and Conditions" and click on "Submit Order to Us". If you need to edit your details please click on "Change Details" in the appropriate area.

**Summary of your order...**

<b>Billing Address</b> [Change Details]	<b>Delivery Address</b> [Change Details]	<b>Payment Details</b> PayPal [Change Details]
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**I agree to the Terms and Conditions.**