



## The process for ordering personal kit

### Cippenham Table Tennis Club Members - How to order kit from Bribar

1. Select the items you want from the Bribar Catalogue
2. Fill in an order form with your name & details of what you want especially quantity, any specific details & unit price from the Bribar catalogue.

**N.B** *Please do not put anything in the total column as the spreadsheet will attempt to calculate the correct price based on a fixed discount*

- a) A soft copy will be available on the Cippenham Web site
  - b) Hard Copies of the form are available along with the rest of the forms at Cippenham Table Tennis Club
3. Give the form to me or get it to me somehow
    - a) Send me a softcopy of your order form via email to my Cttc email address
    - b) Leave a copy of your form in my slot in the office pigeon holes

I plan to send off a weekly order to Bribar on a Thursday (picking up any forms left for me in the office on a Wednesday). So I should have the goods by the next week if they are in stock.

If you can't get hold of a form and/or you need the kit very quickly then you can email me or phone me with the details of what you want

I will get the kit to Cippenham as soon as possible and will leave the orders in the office so they can be picked up from me or the duty officer or Ken

Orders will need to be paid for when they are when they are picked up from Cippenham preferably with a cheque which can be left in my slot in the office pigeon holes or given to the Duty Officer

**Bribar are our new supplier this year so there will be a few teething troubles until we get used to them and they get used to us - so please be patient. Thanks**