

Welcome! We are pleased to announce that Valley Christian Schools has chosen Tommy Hilfiger School Uniforms as your uniform partner for the upcoming school year. We are excited about our partnership with your school community and look forward to serving your uniform needs.

We have created a custom website for your school with one primary goal in mind – to make your shopping experience simple and stress-free. Please take a moment to read the instructions below.

### Ordering Instructions

1. Go to [www.globalschoolwear.com](http://www.globalschoolwear.com)
2. On the Find Your School page, please enter either your Partner School Number (*VALL01*) or the name of your school and the state. You will also be required to select your student's grade, gender and program type. This ensures only the approved items for that specific grade, gender and program type are shown. NOTE- once you are in the shopping site, you can change these filters to shop for multiple students.

Please note that for each product displayed, the website informs you whether the item is Required, Meets Requirement or is an Optional purchase as determined by your school's administrative team.

**-Required:** You are required to purchase this particular style (you may have a choice of colors).

**-Meets Requirement:** Your school is offering a choice of product styles, but at least one is required (For example, you may be offered the choice between two approved styles of polo shirts).

**-Optional:** You are not required to purchase this particular item, but your school has approved the item.

3. The website will also inform you which products require a school logo as well as those products for which a logo application is optional or not allowed as determined by your school's administrative team. For further questions about your particular school's dress code, please refer to your school's uniform guidelines provided by the school.
4. Once you have identified a product for purchase, select your color, logo, and quantity. The items will be added to your shopping cart, and you will be prompted to either check out or to continue shopping.
5. If you have questions about sizing, click on the Size Guide link, and follow the instructions. If you still have questions after using our Simple Sizing Guide, please call the toll free customer service number below. Our customer service team will be happy to assist. You will then be ready to select the correct sizes with confidence.
6. Upon placing your order, you will receive an email confirmation that your order has been received. Once your order has shipped, you will receive an email confirming ship date and tracking information.
7. Your order history will be stored in your account, and you can come back to the website anytime, 24/7, to place additional orders.

For all customer service questions, please call **1.877.825.2860** - Customer Service available in English and Spanish

### Customer Service Hours:

Monday – Friday (Year Round) 8 a.m. – 8 p.m. ET

June 11<sup>th</sup> – September 9<sup>th</sup>, 2017 (additional hours): Saturday, 12 - 5 p.m. ET

August 6<sup>th</sup> – September 9<sup>th</sup>, 2017 (additional hours): Monday – Friday 8 a.m. – 10 p.m. ET



SCHOOL UNIFORMS

TOMMY  HILFIGER