

## Order Online

Visit [www.labeebyacademy.co.uk](http://www.labeebyacademy.co.uk) and enter username and password from below.  
Please see reverse for full ordering instructions.

Name	<input type="text"/>
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Telephone	<input type="text"/>
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Email	<input type="text"/>
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Username	<input type="text"/>
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Password	<input type="password"/>
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## How To Order

Placing your order with La Beeby is as easy as 1-2-3:

1. Visit [www.labeebyacademy.co.uk](http://www.labeebyacademy.co.uk)
2. Log in with your username and password (provided overleaf).
3. Follow the simple online process to complete your order. You'll receive an order number and confirmation via email that your order has been authorised.

Our customer service team are on hand should you have any questions at [sales@labeeby.co.uk](mailto:sales@labeeby.co.uk). Please note that the only way to place orders is via our website.

Don't forget to follow @la\_beeby on Instagram for all the latest hair and beauty industry news, as well as great competitions and exclusive offers.

## Returns Policy

We understand that sometimes you may need to return an item and we've done everything possible to make this process as simple as possible.

Before you return your items, please ensure:

- The returns form is completed and enclosed with your return.
- Your return is sent back to us within 28 days of receipt of your order, at your expense, to the address below.
- We reserve the right to refuse a refund for items that are not returned in an unworn, unwashed condition, or in their original packaging.
- Garments that have been decorated can not be returned unless faulty.
- We recommend that you obtain proof of postage, as we can't accept responsibility for any returns lost in transit. You do not need to inform us before you send a return.
- Please allow 7 working days once you've sent your return for your refund to be processed. We can not process your refund until your return has been received.
- Please note we're not able to exchange any items returned to us, if you need a replacement item simply place a new order online.
- If you do not follow the above instructions, we may be unable to process your refund.

## Terms & Conditions

We recommend you order as early as possible. For orders sent to your home address, please allow 14 days for delivery. Orders to your college will be delivered fortnightly from mid-August.