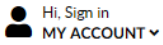
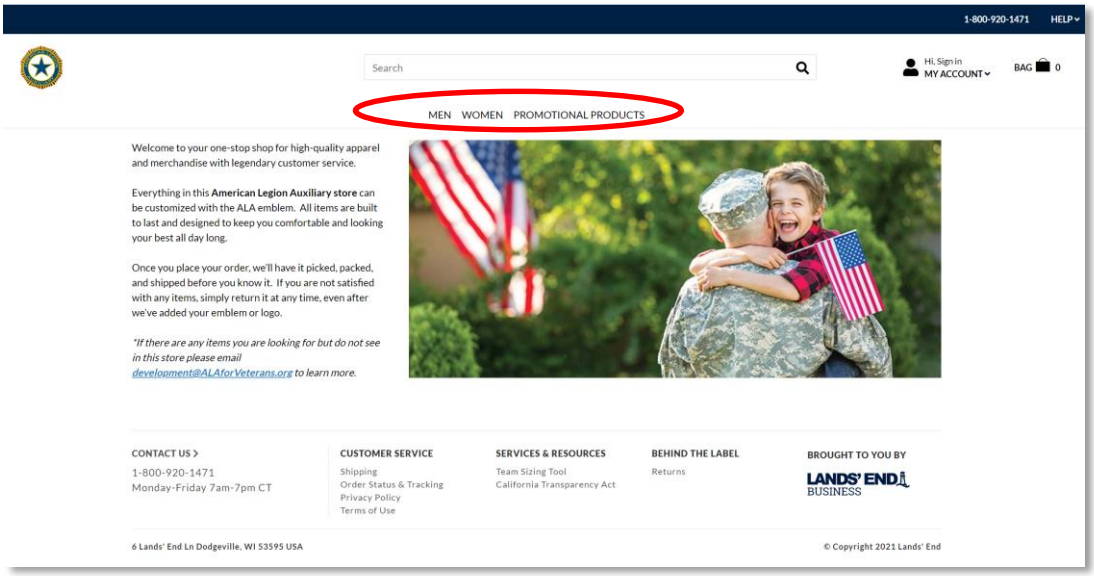
LANDS' END
OUTFITTERS

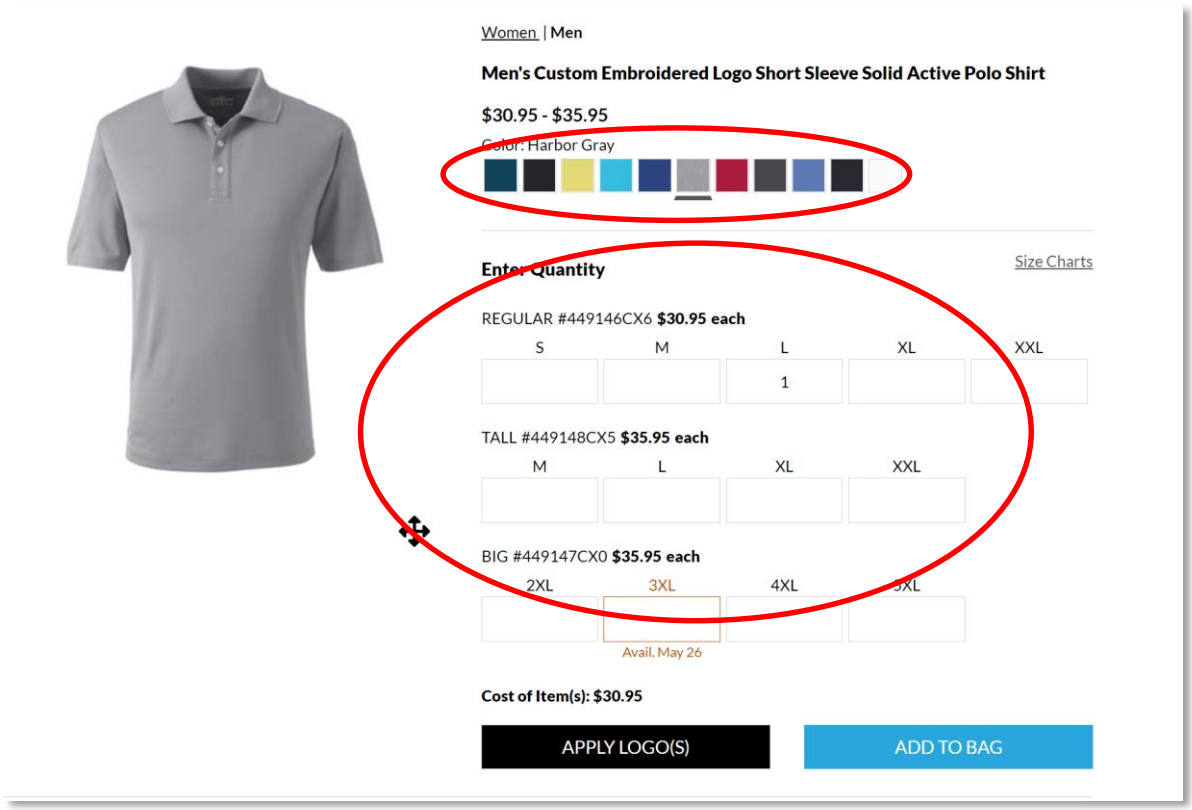
ONLINE ORDER INSTRUCTIONS

Store URL: Click url to access https://business.landsend.com/store/ala
It is suggested to start your ordering session bv Creating Your Account or Signing In.
See upper right corner of the homepage 

STEP 1: Select a category to start shopping or use the search tool.

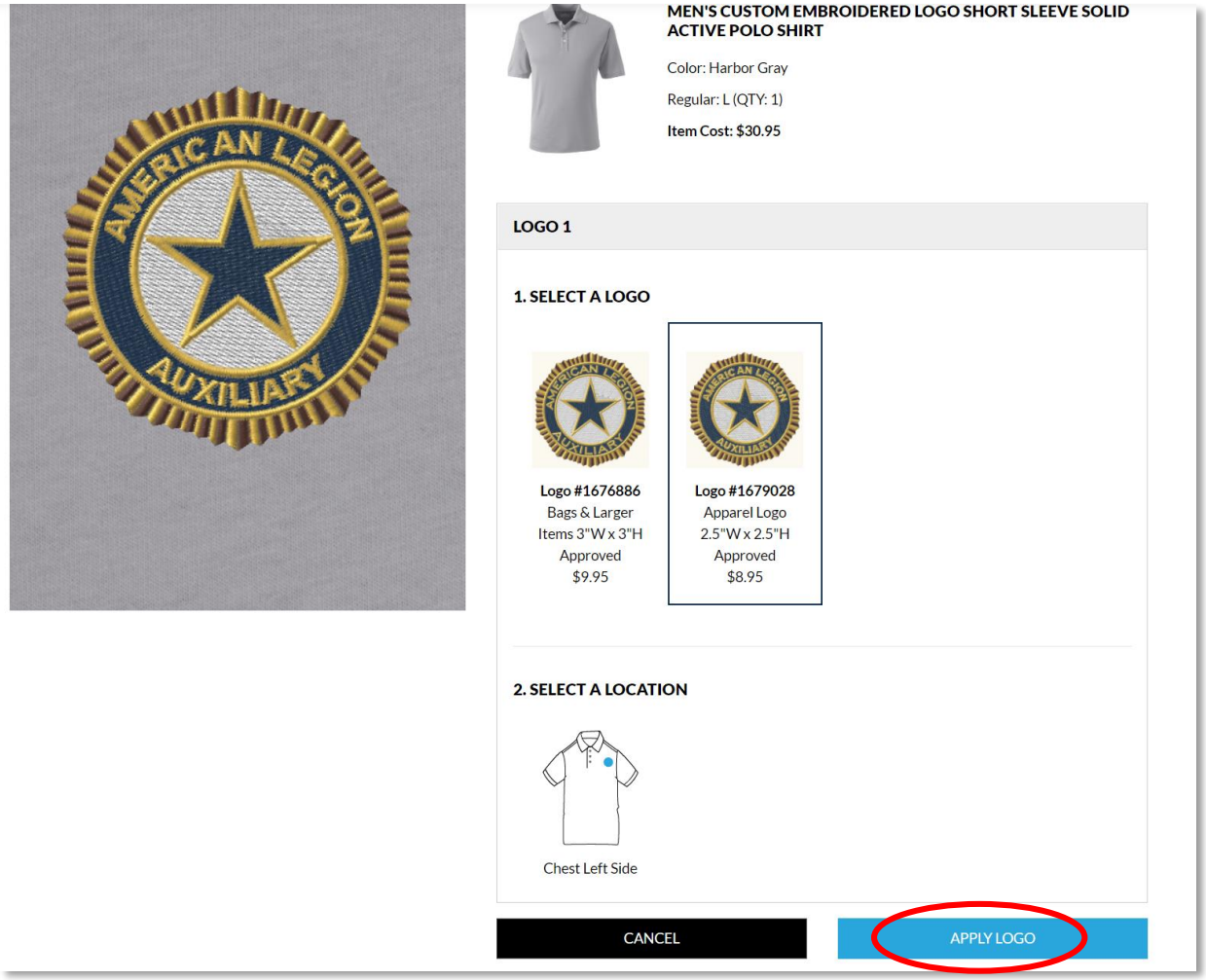


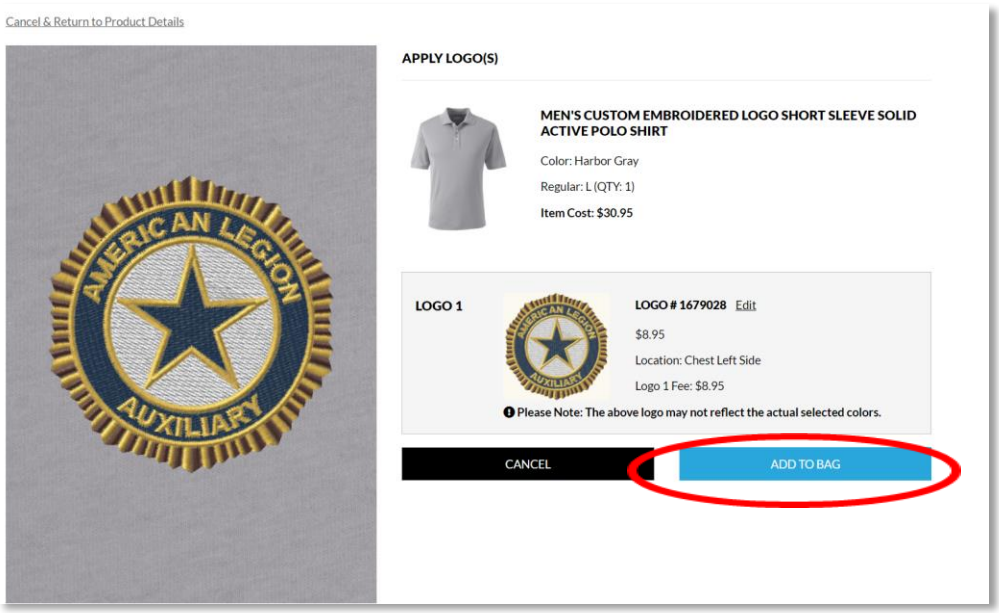
STEP 2: Click on the item until you see the ordering grid below. Choose color, size and quantity.
Click APPLY LOGO(S)



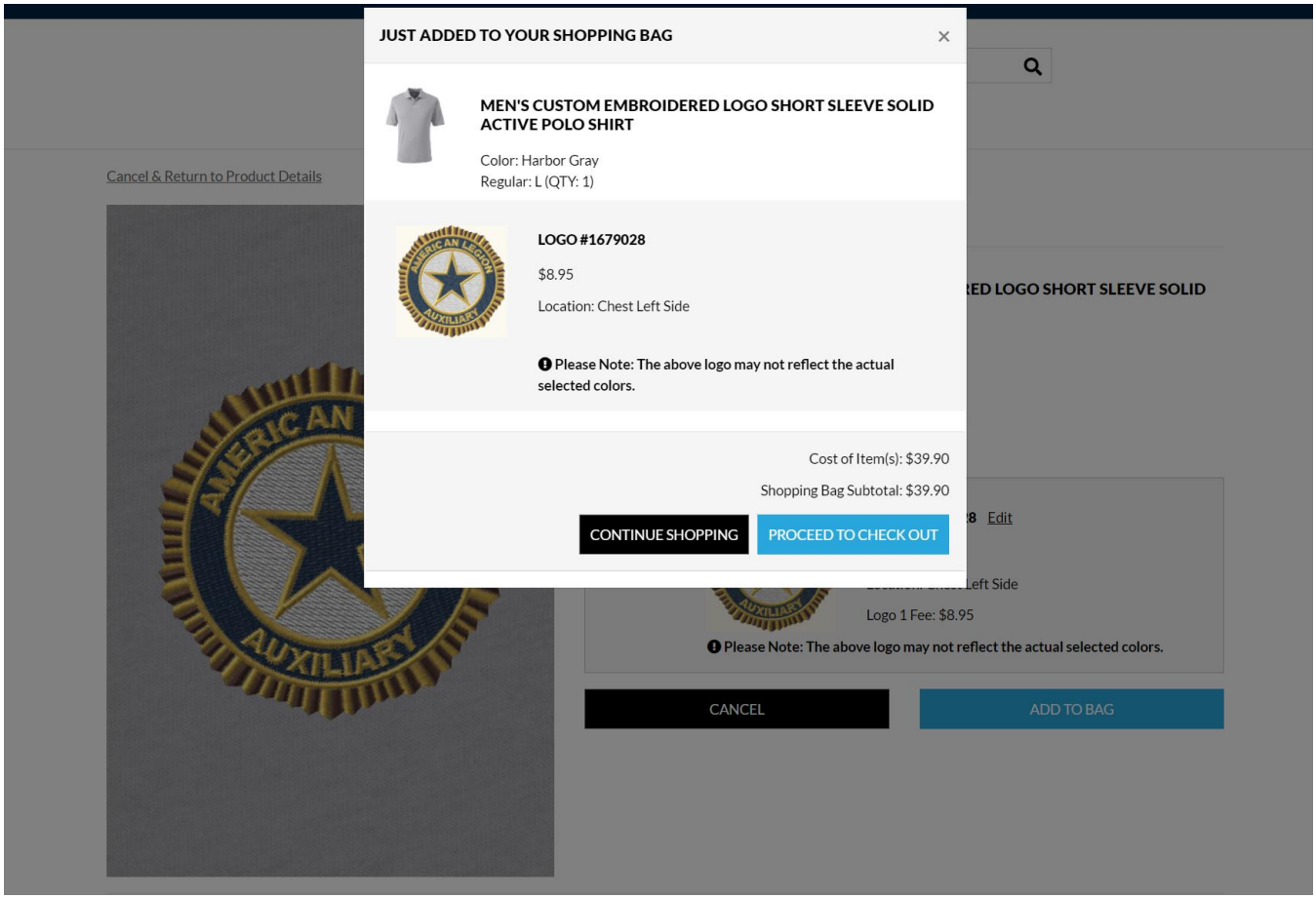
STEP 2 Continued: Choose the Apparel Logo 2.5”W x 2.5”H for sall shirts, tops, jackets. The 3” W Logo is for larger items; such as baggage/luggage and towels, not intended for apparel. Click APPLY LOGO and ADD TO BAG

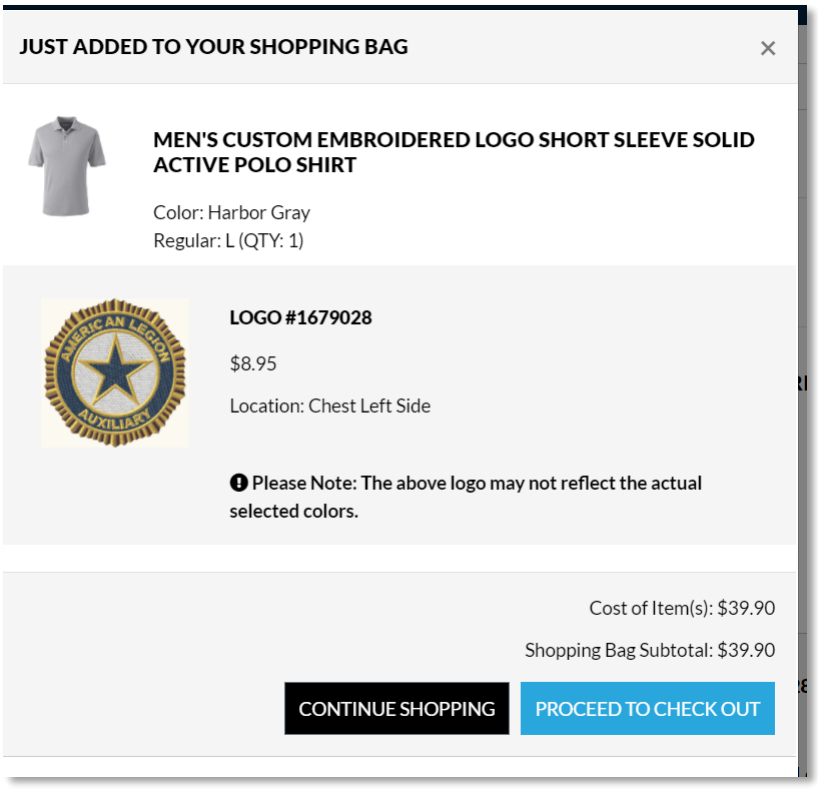
PLEASE NOTE: all apparel logo locations will be Chest Left Side (above the heart) and default location on other products such as baggage/luggage, towels, promotional items



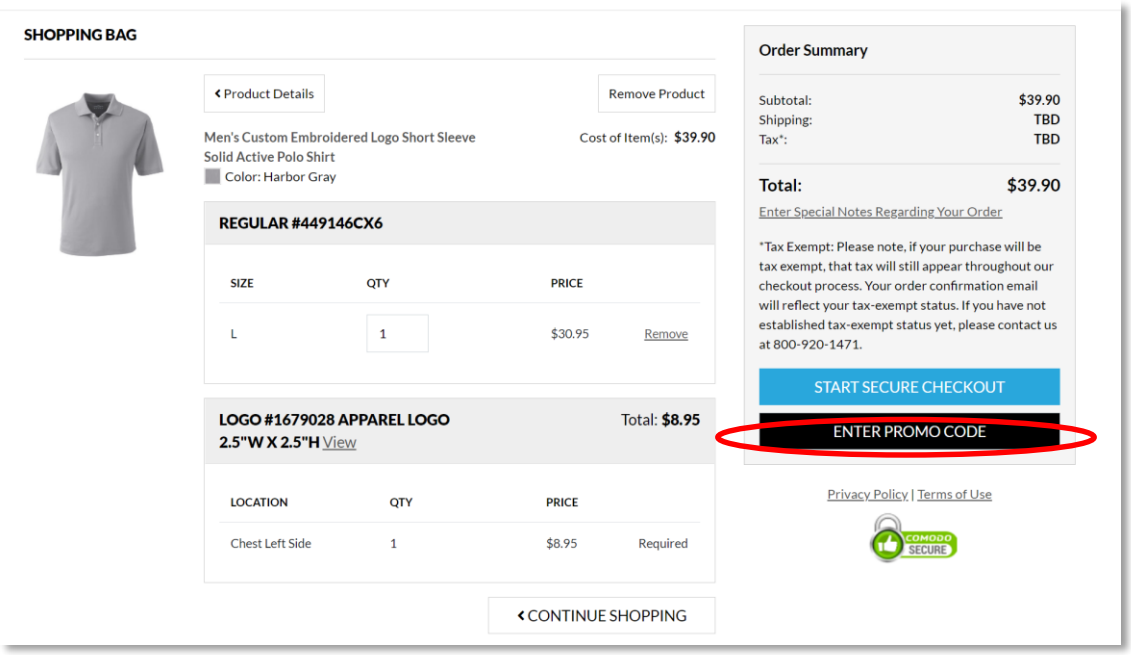


STEP 3: You may either continue shopping by clicking on CONTINUE SHOPPING and repeat steps 1-3 or click PROCEED TO CHECK OUT to checkout.

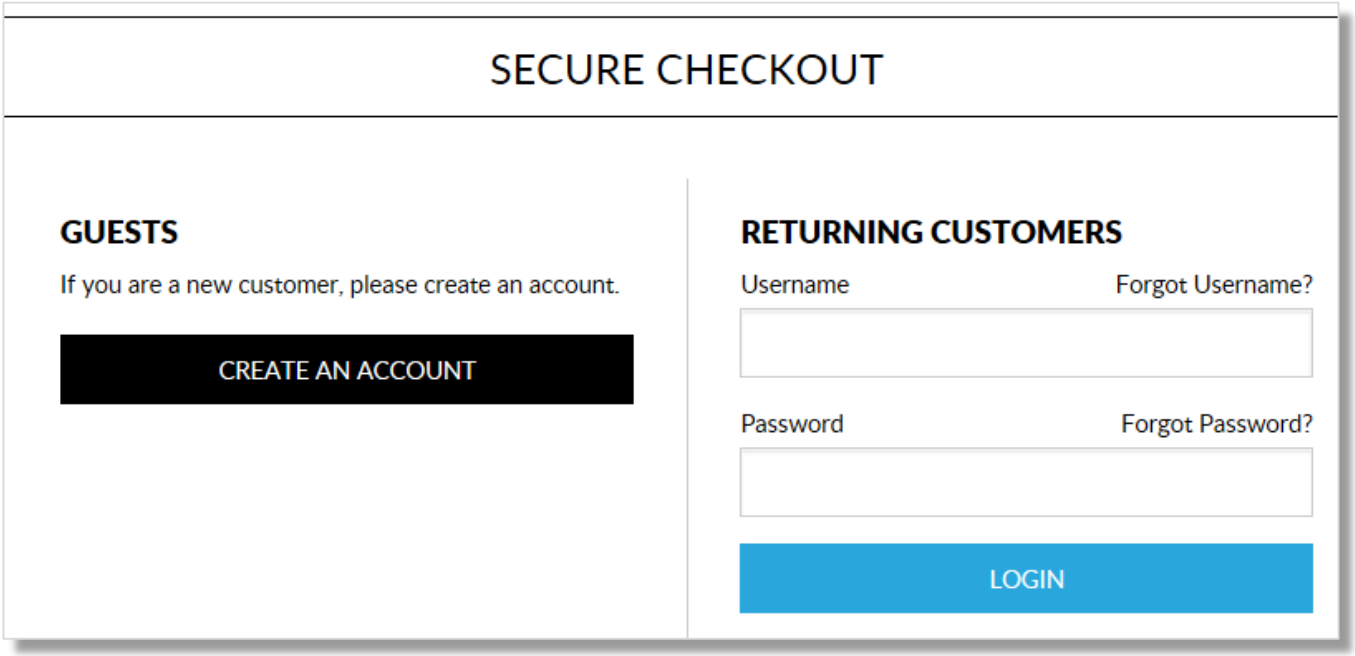




STEP 4: Promo Code Application Page – Please enter any **promo code** that you might have in the Promo Code field. **PLEASE NOTE:** A promotion code is not a form of payment. Any form of payment will be entered in a different location on the billing page. To proceed to checkout, click START SECURE CHECKOUT .



STEP 5: If you are a returning customer, sign in with username and password. If you are a new customer, please create an account by clicking on CREATE AN ACCOUNT. Fill in all fields and click CREATE AN ACCOUNT .



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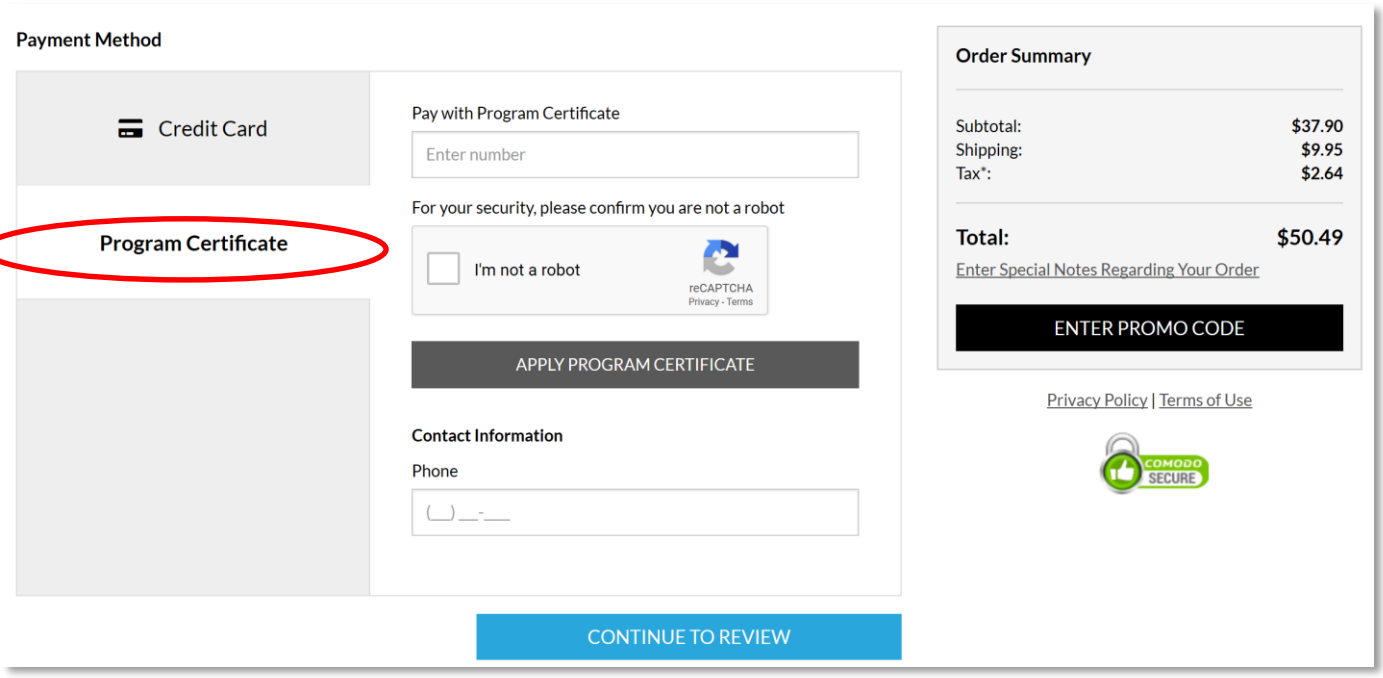
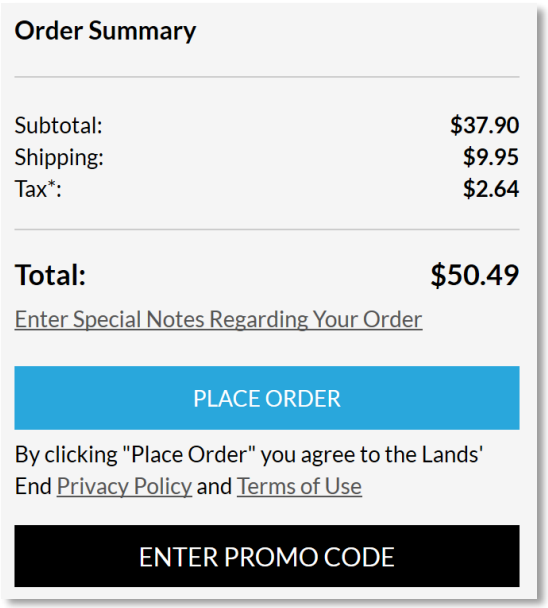
STEP 7: Checkout – Complete shipping and billing information. Enter your 16 digit program certificate number and Continue to Review to complete the Secure Checkout Process. After Review of Order Details click





If you have questions or changes regarding your order, please call **800-920-1471** or email **businessoutfitters@landsend.com** and reference the online order number given when your order is submitted.

Order confirmations will be e-mailed when we start the order process and again when your order ships.

Orders will be delivered within 10-14 business days.