



PARENTS & FRIENDS ASSOCIATION

Using Order Forms For the Uniform Shop

Order forms for school uniforms are available on the St Joseph's Catholic High School website under the Uniforms link.

These orders may be useful for people who know the uniform items that they require. By using the order form and the Authority for payment by Credit Card form it will not be necessary for a parent to visit the uniform shop. Also it will allow students to drop off order forms and collect their order later, thus avoiding any waiting at lunchtimes etc.

Instructions.

- Print the appropriate order form and the Authority for Payment by Credit Card from the website.
- Complete the forms.
- Drop the forms into the school office or the uniform shop.
- The uniform shop staff will process the order and prepare a pack with the receipt.
- The uniform shop will remove the credit card details from the order form before it is filed.
- The student can collect pack from the uniform shop when it is open.