



# How To Order

## How to register (new customers only)

- Click the Login/Register link at the top of the page.
- Once on the Register page go to "Addresses" and complete both options.
- All fields marked with \* must be filled in.
- Our website bills in GBP.

## How to login

- Click the login link at the top of the page.
- Enter your email address and password and click the 'Login' button.
- If you can't remember your password click "Lost your password" enter your email address and click the 'Reset Password' button. You will receive a new password by email to enable you to log in.

## How to order

Ordering is so simple that we don't think you'll need any instructions, but just in case...

- Browse the wide range of products available from The Wooden Hut Gift Company website and find an item you would like to purchase. Click on that product image, title or 'customise' to be taken to the product page.
- If your product allows you to add your own image to it the "Product Designer" will appear at the top of the page – see Using The Designer on how to create your own personalised design.
- Choose the colour/size, if applicable.
- Enter the quantity you require.
- Click the "add to basket" button.
- Wherever you are on The Wooden Hut Gift Company website, you can add items to your basket in the same way.
- You can check the contents of your basket and the total cost at any given time by clicking on the "Checkout" button at the top right of the page.
- You can remove items from your basket or alter the quantity required at any time from the 'Cart' page.
- To proceed to checkout on any page click "Checkout".

## How to checkout

- From the Cart page click 'Checkout'.
- If you have added items to your basket but have not logged in or previously registered, you will be prompted to do so at this stage.
- On the next page you will be able to select your billing and delivery address. To add a new delivery address click the tick box next to 'Ship to a different address' This will drop a box down where you can enter your details. You can then choose your payment method. A summary of your order appears at the bottom of the page. Agree to the terms and conditions and either click to proceed to PayPal or Place order.
- If you have selected to pay by PayPal a new page will open where you can either login to PayPal to or you can select to pay with a debit or credit card.

- A final confirmation screen displays full details of your order. If you are happy to proceed click 'Pay now'. You will then be given the option to return to The Wooden Hut Gift Company or go to your PayPal account overview.
- If you have selected to pay by "Cheque" or "Bank Transfer" all our relevant details will be displayed in the drop down box.
- Congratulations you have successfully placed your order!