

HOW TO ORDER TNCPE LOGO APPAREL FROM LANDS END



1. Go to <http://www.landsend.com>
2. In the upper, right-hand corner of the home page, click the link to Lands End Business Outfitters. You will be notified that you are leaving the regular Lands End site-select "continue."
3. Click "Sign In" in the upper, right-hand corner (this will give you access to TNCPE logo):
 - a. user name: contact@tncpe.org
 - b. password: tncpe1 (it is case sensitive)
4. Pick out on the item you want, and indicate size, color, quantity, etc. Some items such as trousers cannot have a logo. When you have selected your product, click "continue" in the lower, right-hand side.
5. Go to logo drop down box and pick "tncpe man"; there is only one logo choice at present. Select "continue."
6. At the top-left, click on "Special Requests." This is where you can choose the color of the logo and whether or not you want the logo to be all one color or if you want the star globe to be gold.
 - a. If you want a one-color logo, then indicate if you want white (on dark material) or black (on light material). The TNCPE logo must be displayed in white or black .
 - b. If you want the star globe to be gold, in addition to indicating white or black for the logo, put in:
 - i. On needle #2 use 1159 color
7. Proceed to checkout. Enter shipping information. You must put in your own address or it will default to the TNCPE office address. You must also put in a "Company" name; you may use TNCPE if it is being shipped to your home.
8. Continue to payment info and billing address. Again, if the credit card info is personal you may use TNCPE in the "Company" name.
9. Review order and cost. You will note that the logo application fee is \$5.95/item. Shipping charges and tax will also be added. Note that shipping charges can be reduced on a per item basis by ordering more items at a time. In other words, one item may be \$9.95 for shipping but if you order multiple items delivered to the same address the shipping total may still be only \$9.95.
10. If you decide not to complete the order please delete the items or they will remain in the TNCPE account or shopping cart.
11. Land's End also runs promotions from time to time for free logo or free shipping. You may sign up on the website to receive these