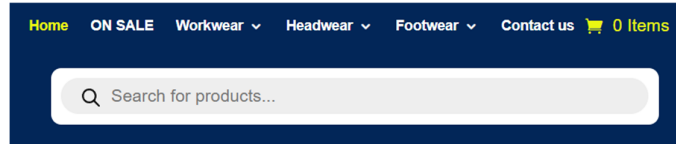




How to order from Forsdick Workwear

www.forsdick-workwear.co.za

STEP 1: Find the product(s) you are looking for from the menu or search bar



STEP 2: On the product page, make the necessary selections like size, colour, and quantity of the item



Conti Suits with Reflective Tape

R247.25



Pick a Colour

Blue (Royal)



Pick a Pants Size

Choose an option

Clear



1

Add to cart

STEP 3: Once all the selections are made, the Add to cart button will be a brighter yellow. Click on the Add to cart button to place the item in your shopping bag.



Conti Suits with Reflective Tape

R247.25

Pick a Colour

Blue (Royal)

Pick a Pants Size

42

Clear

4

Add to cart

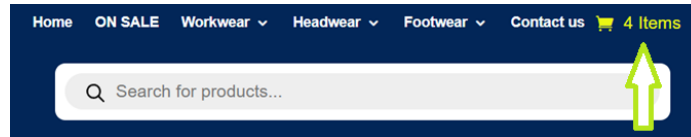


A notice bar will pop up to confirm that the item has been added to your shopping bag. If you are done shopping, you may click on the View cart button. If you are not done shopping, you may add more products to the shopping bag.

4 x "Conti Suits with Reflective Tape" have been added to your cart.

[View cart](#)

You can also see your shopping bag at any point by clicking on the shopping cart button on the main menu as shown below.



STEP 4: The shopping cart will display a list of the products you have selected. If you are satisfied with the items listed, you may click on "Proceed to checkout" your order.

Cart

	Product	Price	Quantity	Subtotal
	 Conti Suits with Reflective Tape Pick a Colour: Blue (Royal) Pick a Pants Size: 42	R247.25	4	R989.00 (incl. VAT)
				Update cart

Cart totals

Subtotal	R989.00 (incl. VAT)
Shipment	Courier (Free) Shipping to 123 Main Street, The Wolds, Durban, KwaZulu-Natal, 4001.
Total	R989.00 (includes R129.00 VAT)



[Proceed to checkout](#)

STEP 5: If you need to make changes to the products in your shopping cart, like quantities, you can do so by changing the number and clicking on "Update cart". In the example we changed from 4 to 3 products.

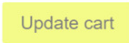
Cart

	Product	Price	Quantity	Subtotal
	 Conti Suits with Reflective Tape Pick a Colour: Blue (Royal) Pick a Pants Size: 42	R247.25	3	R989.00 (incl. VAT)
				Update cart



STEP 6: If you have an item in your shopping cart that you don't want anymore, simply click on the red X next to the product.

Cart

	Product	Price	Quantity	Subtotal
	 Conti Suits with Reflective Tape Pick a Colour: Blue (Royal) Pick a Pants Size: 42	R247.25	3	R741.75 (incl. VAT)
	 Le Maitre Maxecco Steel Toecap Boots Pick a Shoe Size: 10	R632.50	1	R632.50 (incl. VAT)
				 

STEP 7: Once you click on “Proceed to checkout”, you will be taken to the Checkout page where we need some of your details to process your order. We need your name and first name. Company name and VAT number is optional and not required at all. You can also leave us a note with special instructions or questions.

Checkout

Almost done! Please complete your details for shipping purposes. Then proceed to place your order.

Additional information

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

Billing & Shipping

First name *

John

Surname *

Smith

Company name (optional)

VAT Number (optional)

STEP 8: We need a physical street address where we can deliver your items.

Postal Address *

123 Main Street

The Wolds

Town / City *

Durban

State / County *

KwaZulu-Natal

Postcode / ZIP *

4001

STEP 9: Once you click on “Proceed to checkout”, you will be taken to the Checkout page where we need your telephone number and an email address. This is so that we may communicate with you regarding your order.

Telephone Number(s) *

0821233210

Email address *

johnsmith@email.com

STEP 10: At the bottom of the Checkout page your order will be shown as a reminder of what you have in the shopping cart.

Your order

Product	Subtotal
Conti Suits with Reflective Tape × 3 Pick a Colour: Blue (Royal) Pick a Pants Size: 42	R741.75 (incl. VAT)
Subtotal	R741.75 (incl. VAT)
Shipment	Courier (Free)
Total	R741.75 (includes R96.75 VAT)

STEP 11: The last step is to select a payment option. If you select EFT, we will generate an invoice for you with banking details and email this to you. If you select PayFast, you will be required to make an immediate online payment for your order. Select the option of your choice.

 ☐ Payfast **payfast**

☒ EFT Payment

Payment is not required right now. We will process your order and email you an invoice with banking details. Once payment reflects in our account, your order will be dispatched via courier.

Place order

If you choose an EFT payment, simply click on the “Place order” button to finalise the order.

If you choose the PayFast option, you will be redirected to their website to make the payment. Select the bank that your account is with and follow the on screen directions. **If you do not complete all PayFast steps, we will not receive your order.**

A summary of your order will appear on your screen. You will also receive an automated email with a copy of your order.

The ordering process is now complete! Our staff at Forsdick Workwear will now process your order. Thank you for shopping with us.