

V.A.S.R.A. EQUIPMENT ORDERING INSTRUCTIONS:

Before you start:

- view on your computer and then print the VASRA order form
- view on your computer (so you see them in colour) the Umbro catalogue pages

Note: both the order form and the catalogue pages are PDF documents although the order form is also provided as an Excel document for your viewing pleasure and if you want to fill it out on your computer before printing and sending it in.

1. Read through the catalogue pages and be sure you know what you want.
2. Print the Order form
3. Fill in your name, address, phone number and email address on the order form
4. Fill in the products you want: ensure you use the **correct SIZE and COLOUR**
5. Fill in the cost amount on that item for the number you are ordering: **use the VASRA PRICE** for each item (the suggested retail prices are there so you have an idea of the deal you are getting)
6. Repeat with #4 and #5 ordering lots of stuff!
7. Add up your order and fill it in for the subtotal, add in the taxes for PST and GST and fill in the **TOTAL MEMBER COST** box. This is the amount you will pay.
8. **Double-check your order** for quantity, size, colour and your addition of the prices/subtotal/taxes/total, and ensure your name, address, phone number and email address are on the bottom of the order form
9. Write a cheque for the full **TOTAL MEMBER COST**, payable to "Vancouver Area Soccer Referees Association"
10. Keep a copy of your order form for yourself along with a copy of your cheque.

11 **Mail in the Order form and your payment to:**

V.A.S.R.A. Equipment
c/o Marc Bowley
#1 - 7460 Moffatt Road,
Richmond, B.C.
V6Y 3S1

VASRA Executive

NOTE: VASRA and Saveco Sports are not responsible for stock shortages or delays in delivery. Your order will be filled as soon as possible based on the availability of stock and deliver from the supplier. Any returned cheques will be charged a \$10 fee.