

## ONLINE ORDERING WITH HIPPYCHICK

Our aim is to make ordering via our website [www.hippychick.com/trade](http://www.hippychick.com/trade) as easy and convenient as possible.

Once you have logged in with your **username** (which is your account reference found on all invoices) and **password**, click on **place your order online**. You can order either by :

- a) adding products to your basket, or
- b) by using our '**Quick Pick List**'.

A carriage charge of **£5.95** will automatically be added to all orders which are **less than £200** (ex VAT).

Once you have chosen all your items, there is then a choice between '**Order on Account**' or '**Pay now by CC**'.

Even if you have a credit account with us you can still opt for the '**Pay now by CC**' if you would like to have a **2.5% discount** on orders over £200. If you do not have a credit account, please choose to 'Pay now by CC'.

If you would like to pay by BACS and receive a **5% discount**, then click on '**Order on Account**', and put a note in 'Additional Information', requesting us to send you a proforma invoice so that you can pay by BACS.

It is possible to change the delivery address on the '**Checkout**' page and if there is anything else you need to tell us, please use the '**Additional Information**' box.

If items are in stock we aim to despatch website orders on the day they are received or the following day at the latest, although in busy periods this may not always be possible. Any items not in stock will be placed on back order, unless we are instructed to the contrary