

# colloco

You can shop at Colloco in any of the following ways:

**On line** using our fast and secure website, [www.colloco.co.uk](http://www.colloco.co.uk)  
When you have completed your order you will be sent an email confirming the details of your purchase and when your goods have been dispatched.

**By Fax** on 01538 382615 Please ensure you have fully completed your order form including an email address if you would like confirmation of your order.

**By Post** to Colloco Homeware & Gifts, 5-7 Sheepmarket, Leek, Staffordshire, ST13 5HN. We can only accept postal orders with a completed order form.

**Payment** can be made using Visa, Mastercard, Solo or Maestro on line using our 128 bit Secure Socket Layer (SSL) link to Barclaycard. For orders by post or fax you can also pay by cheque payable to Colloco Homeware & Gifts.

**Delivery** We will dispatch your order as soon as possible, this is typically within 2 days. Please allow 14 days from confirmation of order dispatch before contacting us with any queries regarding delivery. Should an item be out of stock we will contact you with an estimated delivery date and give you the option to cancel the order.

**Postage & Packing** UK Mainland, Northern Ireland & Isle of Man:  
£2.50 for orders £5.00 and under  
£4.50 for orders £5.01 - £50.00  
Free postage for all orders £50.00 and over

Ireland, Channel Islands or Europe postage is charged at:  
£5.00 for orders under £25.00  
£10.00 for orders £25.01 - £50.00  
£20.00 for orders £50.01 - £75.00  
£30.00 for orders over £75.00

**Returning Goods** - If your goods are not damaged but you are unhappy in any way with your order, you can return it to Colloco, unused and in its original packaging within 10 working days for a full refund (not including postage & packing if paid). Please email us at [returns@colloco.co.uk](mailto:returns@colloco.co.uk) for a returns form. Return postage is at the cost of the purchaser unless the goods are damaged or faulty. We recommend that you use recorded post and the item is insured for its full replacement value.



Ordering

Email  
[orders@colloco.co.uk](mailto:orders@colloco.co.uk)

Shop on line  
[www.colloco.co.uk](http://www.colloco.co.uk)

Fax  
01538 382615

Post  
Colloco Homeware & Gifts  
5-7 Sheepmarket  
Leek  
Staffordshire  
ST13 5HN

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Details (Please write clearly in capital letters)

Full Name \_\_\_\_\_

Home Address \_\_\_\_\_

Delivery Address (If different) \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Please tick here if you would like to be included in our newsletter

Product Code	Description	Price	Quantity	Total Price
Post and Packing charges (please see accompanying sheet for rates)				£
				£
Total Order (inc P&P)				

## Payment

VISA  MASTERCARD  MAESTRO  SWITCH  SOLO  CHEQUE

Please make cheques payable to Colloco Homeware & Gifts with your address on the back.

CARD NUMBER \_\_\_\_\_

VALID FROM \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ ISSUE NUMBER (If Applicable) \_\_\_\_\_

SECURITY CODE FROM REAR (LAST 3 DIGITS) \_\_\_\_\_

POSTCODE THE CARD IS REGISTERED TO \_\_\_\_\_

NAME AS IT APPEARS ON THE CARD \_\_\_\_\_

CARDHOLDERS SIGNATURE \_\_\_\_\_

## DATA PROTECTION

We will not pass your details on to any third parties other than to administer your sale. E&OE Revised 23/6/08