



## GROUP STORE DIRECTIONS

**WELCOME!** We are excited to offer you a group store for uniforms for music programs. We offer your own group website with items to share with students and families. The parent / guardian measures and selects the sizes for the student, places the order and pays for the uniform online. Cousin's is available to answer sizing questions. Simply enter measurements in the comments box so that Cousins can double check the size. The uniform coordinator can check on who has ordered while the shop is opened. Once the store closes, we will ship the entire order to the school with a packing list of what each student has ordered. The uniform coordinator doesn't need to measure any students or collect any money, and the parents/guardians save money on shipping. We will offer the uniform coordinator one free UPS return tag to deal with size exchanges, so students should try on uniforms as soon as possible. If any students miss the store sale, they can purchase items on our website, but they won't get the savings on shipping or free size exchange.

### What we need to build your group store:

- Pick out your uniforms from our website, [www.concertattire.com](http://www.concertattire.com), please tell us how many students you need to outfit. If any product is offered in more than one color, indicate the color for your store.
- We can customize your group store page, so we recommend you provide us with a banner that the students will recognize. The banner ideally needs to be 1920 x 512 in jpeg, gifs or png format. Please send a logo or small photo if available. Please tell us your school colors.
- Indicate a start and close date for your store. Most stores are open for about 2 weeks. We will ship your order about 3-5 days after the close of your store. Please also allow about 2 weeks for any size exchanges. Your students will be responsible for hemming any floor length dresses, skirts or pants. Please allow at least one week for hemming. The store should close at least 1 month before your first concert.
- Any special instructions for your students can be added to the site. For example, if only Period 2 students wear a red tie, please write out those instructions.

### Additional requirements:

- We require the first store to have 25 students to purchase uniforms. We can reopen the store later for 10 or more students. Our website, [www.concertattire.com](http://www.concertattire.com), is available at any time for single or late orders.
- We will offer one free UPS tag for any size exchanges. We recommend you give families one week or less to inform you if they will need a size exchange. If any student misses the free size exchange deadline, the size exchange will be available through Cousin's directly. There will, however, be a charge for individual shipping.

### Fees:

#### Shipping and Handling

We will include the cost of the shipping and handling into each item in your store, unless otherwise directed. Shipping and handling charges will cover the cost of the bulk shipment to the school after the store closes. One UPS exchange tag is included. Shipping and handling charges will be added to the prices on our website.

- Accessories (Ties, Jewelry, sashes, etc.) - Add \$3
- Ladies separates, dress / tux shirt, individual formalwear pieces – Add \$6
- Dresses and 2-piece Ensembles – Add \$12
- Ensembles and Packages – Add \$14 to the package price

### Store Set-Up:

Our fee to build the store can be either a flat fee of \$50, or we can add \$1 per student. We can make the \$1 fee per student a separate charge at the end of the order, or we can add \$1 to each item in your store.