ONLINE ORDER INSTRUCTIONS

**Store URL:** Click url to access [https://business.landsend.com/store/kibois/](https://business.landsend.com/store/kibois/)

**STEP 1:** Select a category to start shopping or use the search tool.

**STEP 2:** Click on the item until you see the ordering grid below. Choose color, size and quantity. Click [ADD TO BAG](https://business.landsend.com/store/kibois/).
STEP 3: You may either continue shopping by clicking on \[CONTINUE SHOPPING\] and repeat steps 1-3 or click \[PROCEED TO CHECK OUT\] to checkout.
STEP 4: Promo Code Application Page – Please enter any promo code that you might have in the Promo Code field. PLEASE NOTE: A promotion code is not a form of payment. Any form of payment will be entered in a different location on the billing page. To proceed to checkout, click **START CHECKOUT**.

STEP 5: If you are a returning customer, sign in with username and password. If you are a new customer, please create an account by clicking on **CREATE AN ACCOUNT**. Fill in all fields and click **CREATE AN ACCOUNT**.
STEP 6: Complete shipping and billing information. Use a credit card to checkout and submit your order. (International shippers please call: 1-608-935-8172.)

If you have questions or changes regarding your order, please call 800-990-5439 or email business.solutions@landsend.com and reference the online order number given when your order is submitted.

Order confirmations will be e-mailed when we start the order process and again when your order ships.

Orders will be delivered within 10-14 business days.