



National Volunteer Week

10-16 May 2010

How to order your promotional items...

1. Once ordering is open, go to www.volunteeringaustralia.org and click on 'Shopping Cart', then 'National Volunteer Week'.
2. There are three products available for order; an A3 poster, a lapel pin and a postcard. Click on the items you want to order and select 'Add to Cart'. Repeat this process for each item you want to order.
3. When you have selected all the products you want to order, click on 'View cart'. This page confirms what you have ordered and allows you to enter the quantities you require.
 - a. A maximum quantity of **200 posters** can be ordered.
 - b. ~~A maximum quantity of 100 lapel pins can be ordered.~~ ***Please note that due to popular demand, lapel pins are no longer available.***
 - c. A maximum quantity of **50 postcards** can be ordered.
4. Click on 'Checkout'.
5. Enter all your delivery details. Select 'Other' for payment method and type 'Free' into the text box.
6. Click on 'Submit order'.
7. You should immediately receive a **confirmation email** detailing what you have ordered. Please print this and keep for your records. If you do not receive this email, your order may not have been registered and you should contact us. Notify us immediately via email marketing@volunteeringaustralia.org if there are any required changes to your order.
8. Congratulations! You have now successfully ordered your promotional items for NVW 2010. Look out for your items early March 2010.

www.nationalvolunteerweek.com.au