

# Placing your Order



**Contact the Sales Department on : 01253 881290.**

**Our automated system will connect you to a member of the Sales Team.**

**You will now be asked for your Account Number.**

**You will now be asked for if you want this order for SALES or AGENCY.**

*Sales Order: You will retain the prescription and submit it to the PPD.*

*Agency Order: You will send the prescription to Ostomed.*

## Sales Order

*You will now be asked for the following.*

### Product Code & Quantity

*Please state this clearly. If you don't have a code please give as much detail as possible.*

### Completing the Order

*When the order is complete the Ostomed representative will repeat your order to you. If it is correct your order will be submitted to our warehouse for picking and dispatch.*

## Your Account Number

## Your Ordering Deadlines

## Agency Order

**Does your prescription contain any medication?**

**YES**

**NO**

### Product Code & Quantity

*Please state this clearly. If you don't have a code please give as much detail as possible.*

### Completing the Order

*When the order is complete the Ostomed representative will repeat your order to you .*

### Patient Name & Script Number

*We need the surname, first initial and the serial number at the bottom of the script.*

### Reference Number

*Your order will now be dispensed and you will receive an order reference number, which you will need to write at the top left of the prescription.*