



CANSA Shavathon Shave and Spray at your Workplace, School or Institution

www.shavathon.org.za

If your workplace, school or institution would like to organise a CANSA Shavathon event between **Monday 29 February 2016 until Friday 4 March 2016** please find guidelines and information below:

Please note:

- Follow steps 1 through 6 in order to register your event via the CANSA Shavathon eShop.
- You **register after** filling up your shopping bag and then selecting the **Checkout** button. **Once you have completed your customer | delivery | billing information via the CANSA Shavathon eShop, your event is registered.**

STEP 1: Download the CANSA Shavathon Host Implementation Guide and Indemnity Form

Before you register a CANSA Shavathon **shave & spray** at your workplace, organisation, school or even between a group of friends, download the [CANSA Shavathon Host Implementation Guide](#), so that you know exactly what will be required from you.

- Download [A5 Indemnity Form Workplaces & Schools 2016](#) - please note that this form is for downloading, duplicating and use on the day of your CANSA Shavathon Event and **NOT for registration purposes**. Registration of your event is automatic during **Step 5**, while purchasing CANSA Shavathon products on our eShop.

STEP 2: Plan your order (CANSA Shavathon Products)

- Download a [Workplace order form 2016](#) to plan your purchase thoroughly, and to get prior approval from your financial office (where needed). These prices include VAT.
- It takes about three business days to process a payment, another day to order the dispatch of goods ordered and another ~4 business days to deliver the goods. Please bear this in mind when placing your order and **order EARLY** to avoid frustration.
- After Friday, **05 FEBRUARY 2016**, the price of materials will increase by 5%. **Order early and avoid the price hike!**

- The eShop will close on Friday, **19 FEBRUARY 2016**. **No late orders will be accepted**. Should you miss the deadline, but still wish to participate in a Shavathon event, please use our Shavathon website to find a shopping mall near you that hosts a Shavathon and join in the fun there.
- **Note: A once-off handling fee of R650.00 (including VAT)**, is **automatically** added to your Shopping Cart with **each and every order** placed. This amount includes your CANSA Shavathon Registration Fee, packaging and delivery of your order. It is therefore essential that your order be planned properly in order to avoid paying this fee twice.

CANSA Shavathon 2016 Products - all prices are VAT exclusive.

01 | Full Combo Pack (~80 heads) : R1 150.00

Quantity	Product	Per Item	Total Cost
10	CANSA Shavathon Colour Spray	R32.00	R320.00
1	Stencil Set of 6	R46.00	R46.00
2	CANSA Shavathon Capes	R65.00	R130.00
2	CANSA Shavathon Bibs	R65.00	R130.00
2	Poster	R12.00	R24.00
1	Wahl Designer 6 Clipper	R500	R500

02 | Combo Pack, No Clipper (~60 heads): R650.00

Quantity	Product	Per Item	Total Cost
10	CANSA Shavathon Colour Spray	R32.00	R320.00
1	Stencil Set of 6	R46.00	R46.00
2	CANSA Shavathon Capes	R65.00	R130.00
2	CANSA Shavathon Bibs	R65.00	R130.00
2	Poster	R12.00	R24.00

03 | Combo Pack Colour Sprays (~60 heads): R320.00

Quantity	Product	Per Item	Total Cost
10	CANSA Shavathon Colour Spray	R32.00	R320.00

04 | CANSA Shavathon Poster: R12.00

Quantity	Product	Per Item	Total Cost
1	Poster	R12.00	R12.00

05 | Set of 6 CANSA Shavathon Stencils: R46.00

Quantity	Product	Per Item	Total Cost
1	Stencil Set of 6	R46.00	R46.00

06 | CANSA Shavathon Cape: R65.00

Quantity	Product	Per Item	Total Cost
1	CANSA Shavathon Capes	R65.00	R65.00

07 | CANSA Shavathon Bib: R65.00

Quantity	Product	Per Item	Total Cost
1	CANSA Shavathon Bib	R65.00	R65.00

08 | Wahl Designer 6 Clipper: R500.00

Quantity	Product	Per Item	Total Cost
1	Wahl Designer 6 Clipper	R500	R500

- 150ml Aerosol cans manufactured in South Africa using vegetable dye
- A quality product that washes out easily
- Available in red, pink, purple, "Blue Bull blue", green, silver, yellow, orange, black and white
- Average sprays per can: 5–7 heads

STEP 3: Place your order

- Go to <http://www.shavathon.org.za> and follow the instructions to the Shop.
- Using the information on your Workplace Order Form (Step 2), select the products and quantities you need. To do this, click on the product in the list, then complete the Quantity in the box that appears
- Once you have added the product, you can press the Continue Shopping button to go back to the list of products, or press the Go to Checkout button to begin the checkout process.
- An early bird discount of 5% on all products applies, which is why the prices on the eShop may be lower than those listed in the Workplace Order Form
- Your Shopping Bag will be displayed. Confirm that your order tallies with your Workplace Order Form, then click on the Checkout button.
- Complete the Shipping details page. Note: It is **very** important that you type your company's VAT number (if applicable) in the **SAME** line (field) as the Company Name.

Enter shipping address

Address Book

Full name

Company name



Company Name + VAT Number (if applicable)

- Ensure that the Postal code field is completed correctly.
- Do NOT enter a postal address as a Shipping address, since orders will only be couriered to a **physical** address.
- After completing your Shipping details, only one delivery method becomes available, namely a flat rate of **R650**. This fee **includes** your registration fee as well as door to door courier to any location in South Africa.
- Goods may NOT be collected at the depot, goods will ONLY be delivered to you by courier.
- Once the Shipping details have been completed, click on Continue.

STEP 4: Billing & Registration

- Under Choose Payment Method, select your preferred payment option.
- Should you have any special instructions (such as office hours for delivery, or special courier directions), please type them in the Special Instructions field.
- Now you need to create an account for yourself / your business. This is compulsory for every client who buys on the eShop. An account enables you to make changes later and to track your order.
- To register an account, enter your email address and a password of your choice into the required fields.
- Write the email address and password you used to register an account on your Workplace Order Form, to ensure easy access to your account later, if needed.
- If your Billing address is the same as your Shipping address, it will already be filled into the required fields. If your Billing address is not the same as your Shipping address, untick the relevant tick box and enter the correct information.
- Click on the Continue button.

STEP 5: Pay for your order

- The Order Confirmation page is now displayed. This is your last chance to make changes to your order. If all is correct, click the Place Order button.
- On the next screen, towards the bottom right, you can click on the "print this invoice" link to get a hard copy of your order invoice. Unlike the version that is emailed to you, this printable invoice complies with all tax requirements. **It is important that you print the invoice NOW.** Once you leave this page, you cannot return to it and print the invoice later.
- Should you not be able to print your invoice right now, you can email [<shop@shavathon.org.za>](mailto:shop@shavathon.org.za) to request a PDF invoice. This will only be emailed to you much later, though, once the Shavathon events are over.
- **Share** your order on Facebook and Twitter to encourage other people to participate in the event.
- **Note:** Goods will only be couriered once payment has been received and verified. This can take up to three business days.
- If paying via EFT (electronic funds transfer), please state your order (invoice) number and the name of your business in the Reference field. Proof of payment should be emailed to [<shop@shavathon.org.za>](mailto:shop@shavathon.org.za).
- Your event is now registered with CANSA Shavathon.
- You will receive email notification from Globeflight with way-bill information once your order is ready to be shipped.

- It may take up to 8 business days from date of payment until your order is delivered to you. **(Please note delivery will only start end of January 2016)**

STEP 6: Spread the magic

- Share your purchase on Facebook, Twitter, etc.
 - Challenge your competitors to hold their own Shavathon event - see who raises the most funds for CANSA!
 - Advertise the event among your staff using the CANSA Shavathon posters and regular announcements.
 - Take pictures of your event and email one or two to CANSA.
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Thank you for your contribution to CANSA Shavathon 2016

As indicated in the event guide, proceeds of events & donations to CANSA through CANSA Shavathon 2016 are made to the following account:

ABSA Account Name: Cancer Association of South Africa

Branch Code: 632005

Account Number: 405 1831 559

Reference: <your company name> and <order number>

Any enquiries regarding products and returns can be send to cvniekerk@cansa.org.za

Please indicate your invoice number in all correspondence.

[Download the CANSA Cash Handling Guide Shavathon 2016](#)

Product return process

[Click here](#) for the return process of Shavathon products and unused Wahl clippers, bibs and capes to Globeflight.

- Only unopened boxes of spray/gel can be returned, therefore we don't accept sprays back as this cannot be verified.
- New Clippers in original packaging can be returned with copy of invoice included in package.

[Shavathon product return & refund policy](#)

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