

HOW TO ORDER EQUIPMENT AT FIT

1. FIT offers our students/fencers the ability to order equipment at the FIT discount rate from Absolute Fencing Gear by utilizing the following process.
2. Before purchasing, **consult with your coach or a FIT Armorer** for sizes, what to order, etc.
3. Students may order equipment at a variety of levels as follows:
 - **Beginner Starter:** This level provides each student with all the basic equipment that touches the skin. The form also includes some optional items. Each fencer is highly encouraged to purchase this equipment as soon as possible in order to maximize personal protection and hygiene.
 - **Weapon Specific:** This level is designed to provide the fencer with a one-stop site to order all the equipment required for that fencer to participate in tournaments and competitions. There are forms specific to each weapon (foil, epee, and/or sabre).
 - **General Equipment:** This level provides the fencer, student, and/or coach with an easy way to order individual items that will replace worn and/or unserviceable items or to upgrade various items within their individual kits.
- 4. Students should consult with their coach or an armorer prior to ordering equipment.**
5. Please use **one form per student** and follow the instructions at the top of each form to ensure that your order can be properly processed and promptly submitted.
6. Payment must be attached to orders upon submittal. Unless prior arrangements with Mr. Ovy have been made, orders submitted without payment attached will be returned to the fencer.
7. Orders with payment attached should be delivered to the mail box outside the armory.
8. Orders will be processed and submitted to Absolute Fencing Gear each Friday.
9. **PLAN AHEAD!!** It takes 5 to 7 days after submittal for completed orders to be delivered to FIT.
10. **Using the fillable PDF** on line method (you must have a least Adobe Reader (or a PDF reader) which is a free download):
 - Select the proper fillable PDF to use to place your order
 - **READ THE INSTRUCTIONS AT THE TOP OF THE FORM**
 - Complete the form as much as you possibly can – the PDF will perform calculations for you if you are using Adobe Reader.
 - Print the form out on paper or to a file if sending via email
 - Attach your payment to the form
 - Drop the form in the mail box by the armory
 - If you are able to digitally sign the forms, you may email the completed order and payment forms to rowaddoups@gmail.com or info@fenceintexas.org
- 11. Pencil and paper method:**
 - Print the correct form
 - **READ THE INSTRUCTIONS AT THE TOP OF THE FORM**
 - Complete the form as much as you possibly can
 - Multiply each unit price cost by the quantity of items (QTY) you are ordering to arrive at total price of each item ordered.
 - Calculate the subtotal of what you ordered (the sum of all total price of all items ordered).
 - Multiply the Subtotal by 0.80 to arrive at the FIT COST for what you ordered.
 - Multiply the Subtotal by 0.05 to arrive at the cost of shipping for what you ordered.
 - Add the FIT COST and the SHIPPING cost to arrive at the total you owe (YOUR TOTAL) for the order.
 - Attach payment for amount owed (YOUR TOTAL) to the completed form
 - Drop the form(s) in the mail box by the armory.