

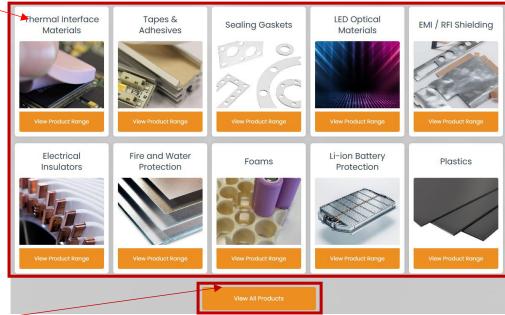
How to Place an Order on Materials Direct

Select your Material:

Find the product you are looking for on the website if the material you want is not on the website, or you can't find the material please email info@materials-direct.com.

Pick your method of finding your product:

1. View products from the range we offer by clicking on a category.



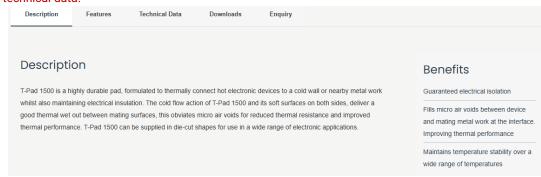
2. Click on the "View All Products" button below the category cards to take you to our advanced search, this allows you to search for certain qualities of material and is very helpful when you don't have a certain product in mind. The selection also appears on the products page.



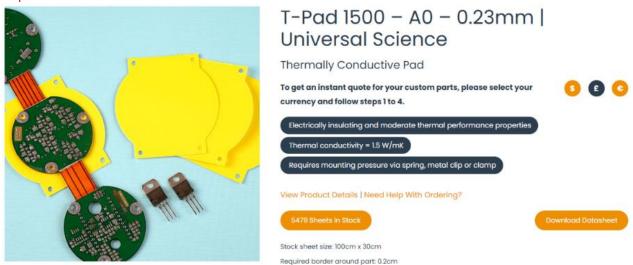
This advanced search allows you to search using multiple fields such as Manufacturer, Type, Product Name, Thickness, Thermal Conductivity, Base, Adhesive, Liners and Colour.

Navigating the Product Page:

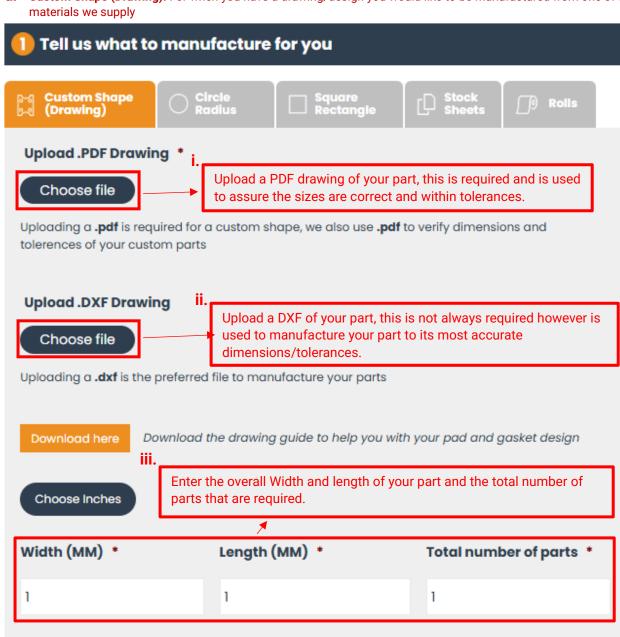
1. If you need more technical information on the product scroll to the bottom of the product page to find the description and technical data.



2. Once you have verified the product meets the properties you require, scroll back to the top of the page and follow these

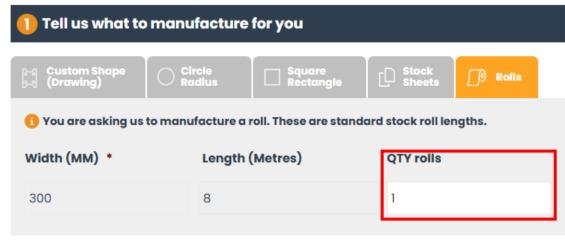


- 3. Step 1: Tell us what to manufacture.
 - a. Custom Shape (Drawing): For when you have a drawing/design you would like to be manufactured from one of the



b. Circle/Radius: For when you want a standard circle being manufactured with no cut-outs in it. (Note a radius is half of your diameter). Tell us what to manufacture for you Custom Shape (Drawing) Square Rectangle Circle 🚯 You are asking us to manufacture a circle. Enter your values below Enter the Radius of your circle in addition to the total number of parts you require **Choose Inches** Radius (MM) Total number of parts C. Square/Rectangle: For when you want a standard square or rectangle with no cut-outs. Tell us what to manufacture for you Custom Shape (Drawing) Square Rectangle 📵 You are asking us to manufacture a square or rectangle. Enter your values below Enter the length, width of your part in addition to the total number of parts you require. Choose Inches Width (MM) * Length (MM) Total number of parts 1 1 d. Stock Sheet: For when you want a stock size sheet. (Note stock sheets are not customisable got to square/rectangle if different size is required). Tell us what to manufacture for you Custom Shape
(Drawing) Sheets 🚯 You are asking us to supply a sheet. These are standard stock sizes. Enter the quantity of sheets you require, whatever you see in the width and length is set and can't be changed. **Choose Inches** Width (MM) * Length (MM) **Quantity of sheets** 300 1000 1

e. Rolls: For when you want a stock size roll with a set width and length. (Note that the dimensions are not customisable – they are stock sizes).



Input the quantity of rolls you require and note that these rolls are not customisable if you require something more customised, please contact info@materials-direct.com

4. Once you have picked your shape and input your dimensions click calculate to get your instant quote.

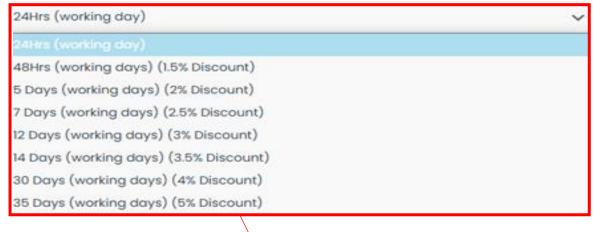


5. Step 2 Tell us when you need your parts? – For this we have two options.

Please select your split schedule delivery options



a. Our standard despatch option is One Shipment this gives you 8 options to choos from for your despatch date.



Select one of the despatch times from the drop-down menu and get a corresponding discount depending on your despatch time.

b. Our second option is for credit account holders and it allows you to schedule different quantities of parts for different despatch dates (If you don't hold a credit account you can skip this step and go to number 5.).

SELECTED One Shipment **Delivery Options**

About your order

You have choosen split and schedule as your delivery method

Remaining parts to assign to delivery:

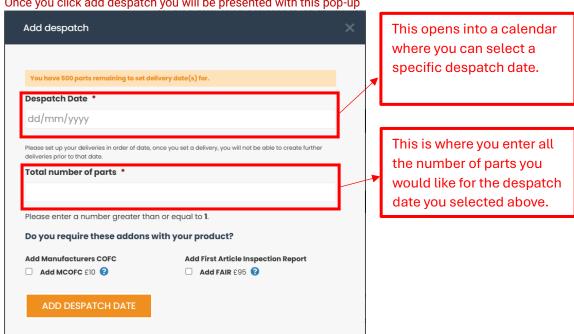
500

This window will show you how many parts you have left to assign a despatch date to.

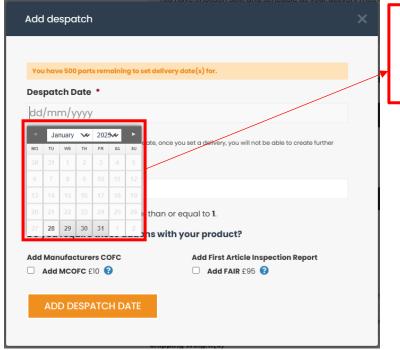
Set up your delivery times



i. Once you click add despatch you will be presented with this pop-up

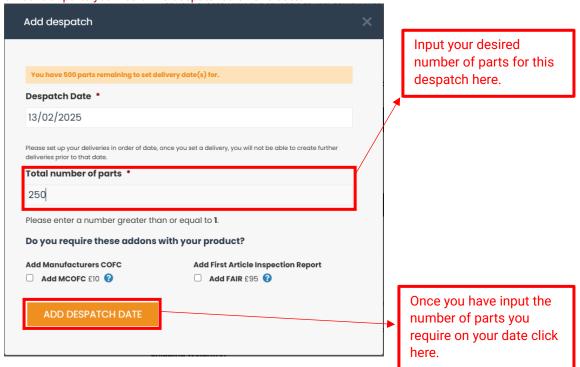


ii. Once you have clicked the date you will be presented with this calendar

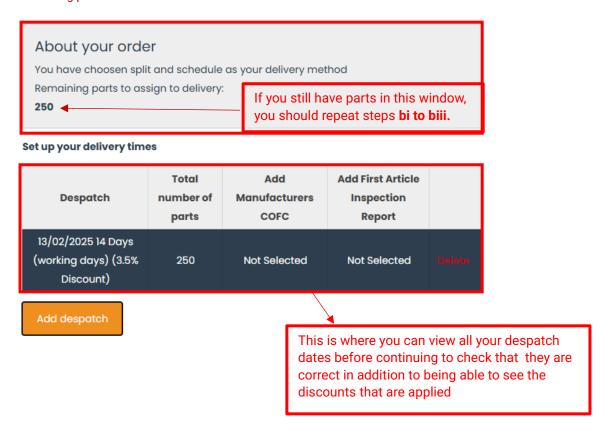


Once you see this calendar you can select any date within 12 months you would like to have any number of parts

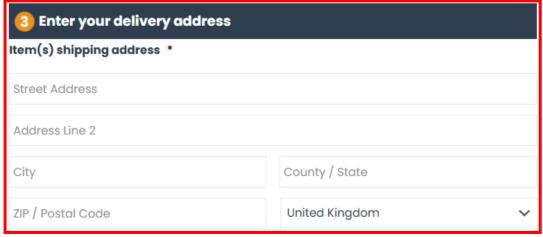
iii. Once you have done this you can put in an amount of parts you would like despatched you need to enter the amount of parts you would like despatched on this date.



iv. Your delivery schedule will update with a new despatch with the quantity and date in addition to the remaining parts to schedule will show below.



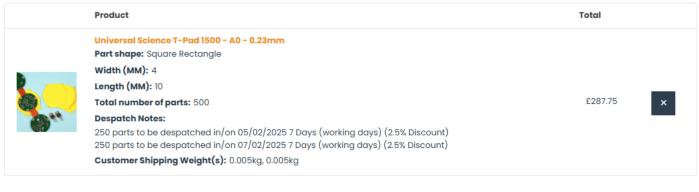
6. Step 3: Enter your delivery adress – Now you can enter your delivery address that all your parts will be sent to (Note that you can only have one delivery address per shopping cart so after your first addition to the cart you will not be able to edit this).



7. Once you have done this you can add to basket and then proceed to checkout or go to another product and repeat the same process before checking out.

Add to Basket:

Once you are in your basket you will have a breakdown of your total amount which includes subtotal, shipping total, VAT where it applies and your total amount after discount, if you are happy with this click proceed to checkout.



Shipping Details

Shipping Address: 76 Burners Ln, Kiln Farm, Milton Keynes, Buckinghamshire, MK11 3HD, United Kingdom

Shipments:

1 x Dispatch 05/02/2025 (£16.50) 1 x Dispatch 07/02/2025 (£16.50)

Basket totals

Subtotal	£287.75
Shipping Total	£33.00
VAT	£64.15
Total after discount	£384.90

Proceed to checkout

Payment Options:

In checkout you will need to fill in your billing address and other important details you can choose to pay by card or Direct Bank Transfer or if you have a credit account you can use that, if you would like a credit account please see the following link: https://materials-direct.com/credit-account-application/

Extras:

M-CofC = Manufacturers Certificate of Conformity is the certificate supplied to us by the raw material manufacturers for full traceability.

FAIR = First Article Inspection Report is a document that proves a product has been manufactured to the required specifications.

MD-CofC = Materials Direct Certificate of Conformity that certifies your parts meet your specified requirements and or specifications.

If you need help with this process or prefer to order with a PO (Purchase Order) please email info@materials-direct.com and we will be happy to help you.