

## **Guide to Ordering and Shipping School Uniforms via Mailboxes etc**

St. Ignatius Catholic School has set up a shipping account with Mail Boxes Etc. so that parents can order school uniforms directly from Lands End. Uniforms will be **automatically shipped** to the Cayman Islands via MBE's receiving centre in Miami, Florida. Parents will collect their uniforms orders from Mail Boxes Etc. in Camana Bay or you can arrange for delivery. The standard 22% import duty will be waived for school uniforms ordered through this programme. Parents are responsible for paying the shipping fees.

Please note that any queries regarding orders should be raised directly with LandsEnd or Mail Boxes Etc. rather than the School or the H.S.A. Executive Committee

- 1. Placing your online order:** On the checkout page, enter the shipping/delivery address exactly as shown below.  
**Shipping Address (for Uniforms only)** See below for shipping items other than uniforms  
Parent's Name  
CBY 20 St. Ignatius School  
8000 NW 31<sup>st</sup> Street, Suite #18  
Miami, FL, 33122 (note: the site may suggest changing from Miami to Doral, either should be OK)
- 2. Confirming Your Order:** After completing your online purchase, you will receive an email from Lands End confirming your order. Forward this order confirmation to Mail Boxes Etc. at [cby@mbe.ky](mailto:cby@mbe.ky) with the code **CBY 20** in the subject line and be sure to include your contact details so they can reach you when the order arrives.
- 3. Collecting Your Package:** Once your order is received in Miami, it will be forwarded to Cayman within 2-4 business days. You will be notified via email when your package is ready to be collected at Mail Boxes Etc. located in Camana Bay (see store hours below). Alternatively you can request delivery to your home or business (fee applies).

**Shipping Charges:** Upon receipt of your package, you will pay to Mail Boxes Etc. the shipping cost from Miami to Cayman. The rate is CI\$6.95 for the first pound, plus CI\$2.95 for each additional pound. *Important Note: The shipping rate applies to the greater of actual weight and the dimensional weight (calculated using the formula LxWxH/166 measured in inches).*

**Customs Import Duty:** All packages entering the Cayman Islands are subject to inspection by a Customs officer. School uniforms ordered in accordance with this guide are duty-free. A nominal government package tax will apply. **Items that are not considered uniforms by the inspecting Customs officer will be assessed for duty and the recipient will be required to pay such duties under the Law.**

**Shipping Packages Containing Items OTHER THAN UNIFORMS:** If you wish to use the Mail Boxes Etc. USA shipping service for items other than school uniforms, please email [info@mbe.ky](mailto:info@mbe.ky) for information on setting up a personal account. **The use of the school's shipping address is not permitted for ordering items other than school uniforms.**



**Mon-Fri 8:30am to 6:00pm**  
**Sat 9:00am to 5:00pm**

10 Market Street, Camana Bay  
Tel: 1-345-745-1400

General Email: [info@mbe.ky](mailto:info@mbe.ky)  
Emails pertaining to orders: [cby@mbe.ky](mailto:cby@mbe.ky)