

Guide to Ordering and Shipping School Uniforms Using the CIS Mail Boxes Etc. Account

CIS has partnered with Mail Boxes Etc. in Camana Bay to make ordering and shipping of school uniforms easy and affordable using MBE's forwarding address service in Miami. When you order your uniforms from Lands' End, you may send your order to a delivery address that has been established exclusively for families ordering uniforms for CIS students. **This address may not be used for ordering anything other than CIS uniforms from Lands' End.**

Once received in Miami, Mail Boxes Etc. will **automatically forward** your order to Grand Cayman and you may collect the packages at Mail Boxes Etc. or you can arrange for delivery. Below you will find the shipping address, cost and a guide to using the service.

User Guide

Placing your online order: On the Lands' End website, please ensure to enter the shipping address **EXACTLY** as shown below in your Address Book to avoid delays in the processing of your order.

On the checkout page, please choose to ship your package to an address in the United States.


The image shows two screenshots from the Lands' End website. The top screenshot is a 'SHIPPING 1' form with a red circle around the 'Address' field, which contains 'Cayman Islands' and a link to 'Change country and/or currency'. Below it is a 'First Name' input field. A blue arrow points from this form to the bottom screenshot. The bottom screenshot is the checkout page, showing a dropdown menu for 'Select Country' with 'Cayman Islands' selected, and a dropdown for 'Select Currency' with 'Cayman Islands Dollar' selected. A 'SAVE & CONTINUE' button is visible below these fields. The page also features the Lands' End logo, navigation links (WOMEN, MEN, KIDS, SWIM, SHOES, HOME, SCHOOL, SALE), and a search bar.

Last, if you entered the address in your Address Book in advance, you would only have to select it by clicking on "USE THIS ADDRESS".

SHIPPING
1

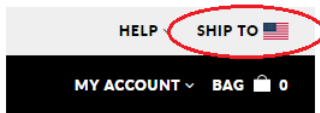
SHIPPING

Select a Shipping Address

Showing addresses for:  United States
[Change country and/or currency](#)

CREATE A NEW ADDRESS	<p>Parent's Name Cayman Int. School CBY 90 2250 NW 114th Ave, Unit 1Y Miami, FL 33192-4177</p> <p style="text-align: center;">USE THIS ADDRESS</p>
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This is how your top right corner will look after choosing your US Address:



Shipping Address (for Uniforms only)

Parent's Name
Cayman Int. School CBY 90
2250 NW 114th Ave, Unit 1Y
Miami, FL 33192-4177

Confirming Your Order: After completing your online purchase, you will receive an email from Lands' End confirming your order. Please forward this order confirmation to Mail Boxes Etc. at cby@mbe.ky with the code CBY 90 in the subject line. This will ensure that Mail Boxes Etc. knows your package is on its way **and will be able to contact you** when your uniforms arrive or if any issues arise.

Collecting Your Package: Once your order is received in Miami, it will be forwarded to Cayman within 2-4 days. Mail Boxes Etc. will notify you via email when your package is ready to be collected at Mail Boxes Etc. located in Camana Bay (please see store hours below). Alternatively, you can request delivery to your home or business (for an additional fee).

Shipping Charges: Upon receipt of your package, you will pay to Mail Boxes Etc. the shipping cost from Miami to Cayman. The rate you will pay is CI\$6.95 for the first pound, plus CI\$2.95 for each additional

pound. *Important Note: The shipping rates above apply to the greater of actual weight versus 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 for import duty. Parents should expect to pay the standard 22% import duty on clothing for uniforms ordered directly from Lands' End. A nominal government package tax will also apply. ***Please do not use this address for anything other than ordering CIS uniforms.***

Purchasing Items OTHER THAN UNIFORMS: CIS account CBY 90 may only be used for CIS school uniforms. If you wish to use the Mail Boxes Etc. US shipping service (e-box) for items other than school uniforms, please go to our website www.mbe.ky to set up your own account or contact us and we will be happy to assist you.

Contact Information for Mail Boxes Etc. (Cayman)

Email: info@mbe.ky

Tel: 1-345-745-1400

Fax: 1-345-745-1401

Mail Boxes Etc. (Cayman) Store Hours & Location

10 Market Street, Camana Bay

Mon-Fri 8:30am to 6:00pm

Sat 9am to 5pm