

**Please note from Monday 14th November 2022
your equipment supplier is Exchange Supplies.**

Office and Warehouse:

Exchange Supplies Ltd
Romans Building
Dorchester
Dorset
DT1 1ST

Pack Supply Manager: Helen Phillips
Phone: 01305 262244
Email: packs@exchangesupplies.org

How to order your needle exchange packs from the Exchange Supplies webshop:

To place online orders, please go to www.exchangesupplies.org
Click on '**Account log in**' (Top left) and log into your account using the details below.

Webshop log in details:

Email: The email supplied which identifies your location (if you cannot remember which email was provided, please contact nick@exchangesupplies.org)

Password: **Your service postcode** (lower case, no space e.g. dt11rd)

Follow these brief steps to place your order:

- Once you have logged into your account all the needle exchange packs and other products available to order will appear on the home page (or go to '**Favourites**' if you cannot see them or get lost during an order);
- Enter the **quantities** required in single units. Once you have finished ordering all items, then click any '**Add to basket**';
- Proceed to checkout;
- Go to '**Select delivery address**' to select your delivery address and click on the button below your address;
- Click '**Continue with this order**' (Turning Point will pay for these items);
- '**Confirm order**' you can amend or make changes to your order on this page; and
- When you have finished click '**Place this order**' and you will receive an email from us acknowledging your order and tracking details.