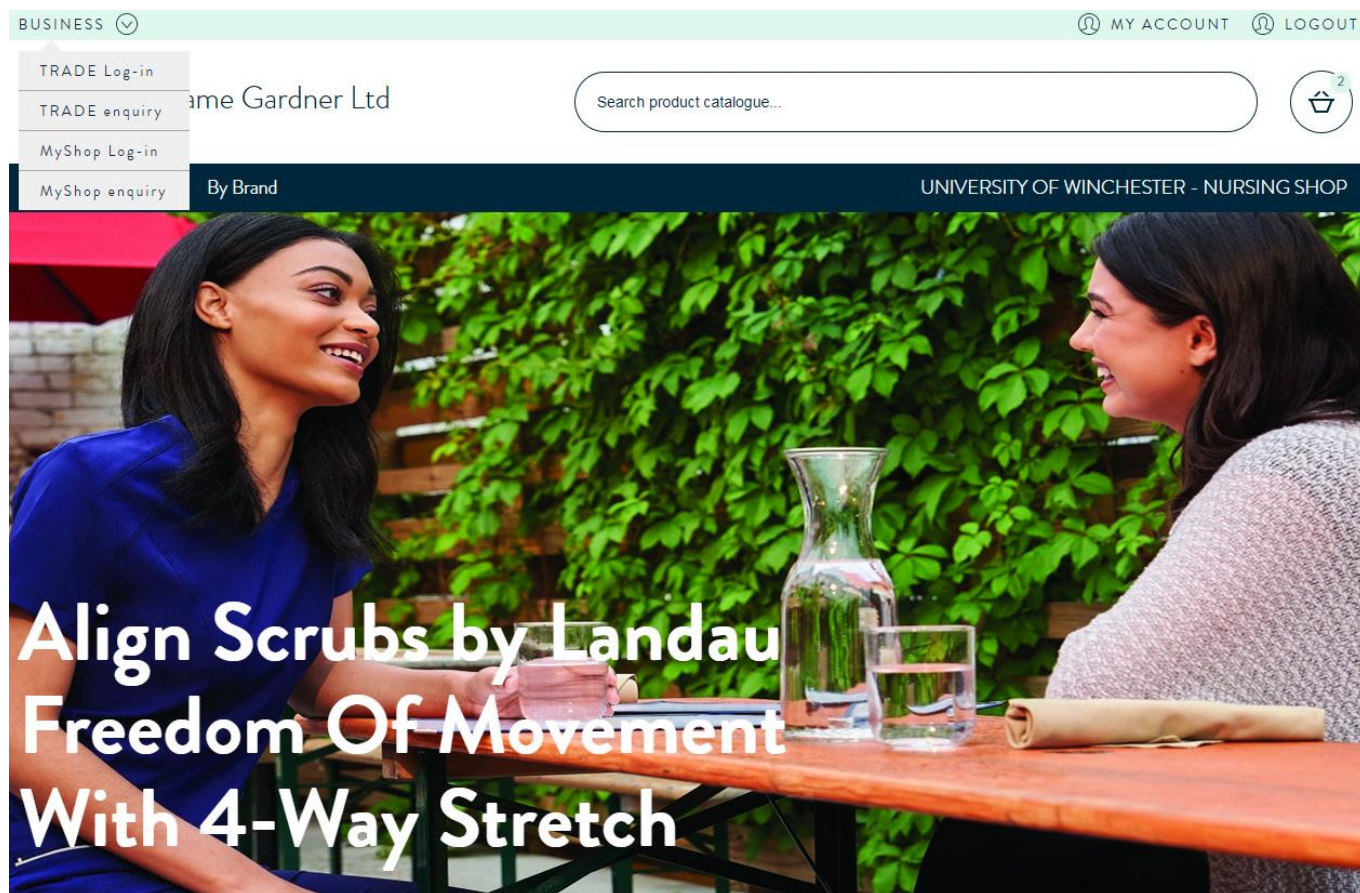


## How to order from Langley Park School For Girls MYSHOP

1. Go to [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk) and in the top right-hand corner you will need to create an account, by clicking on the link **REGISTER**.




**W:** [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)



**T:** 0116 255 6326

**E:** [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

2. You will need an email address and a password that is memorable to you.  
You will also need the MyShop Access code shown below. Please note this is case sensitive.

BUSINESS  REGISTER LOGIN

 Grahame Gardner Ltd  

Healthcare Landau Collections Salon Wear Hospitality Pro-Leisurewear By Products By Brand SALE

### Create an Account

---

#### PERSONAL INFORMATION

First Name \*  Last Name \*

Email Address\*

Sign Up for Newsletter

---

#### LOGIN INFORMATION

Password\*

Confirm Password\*

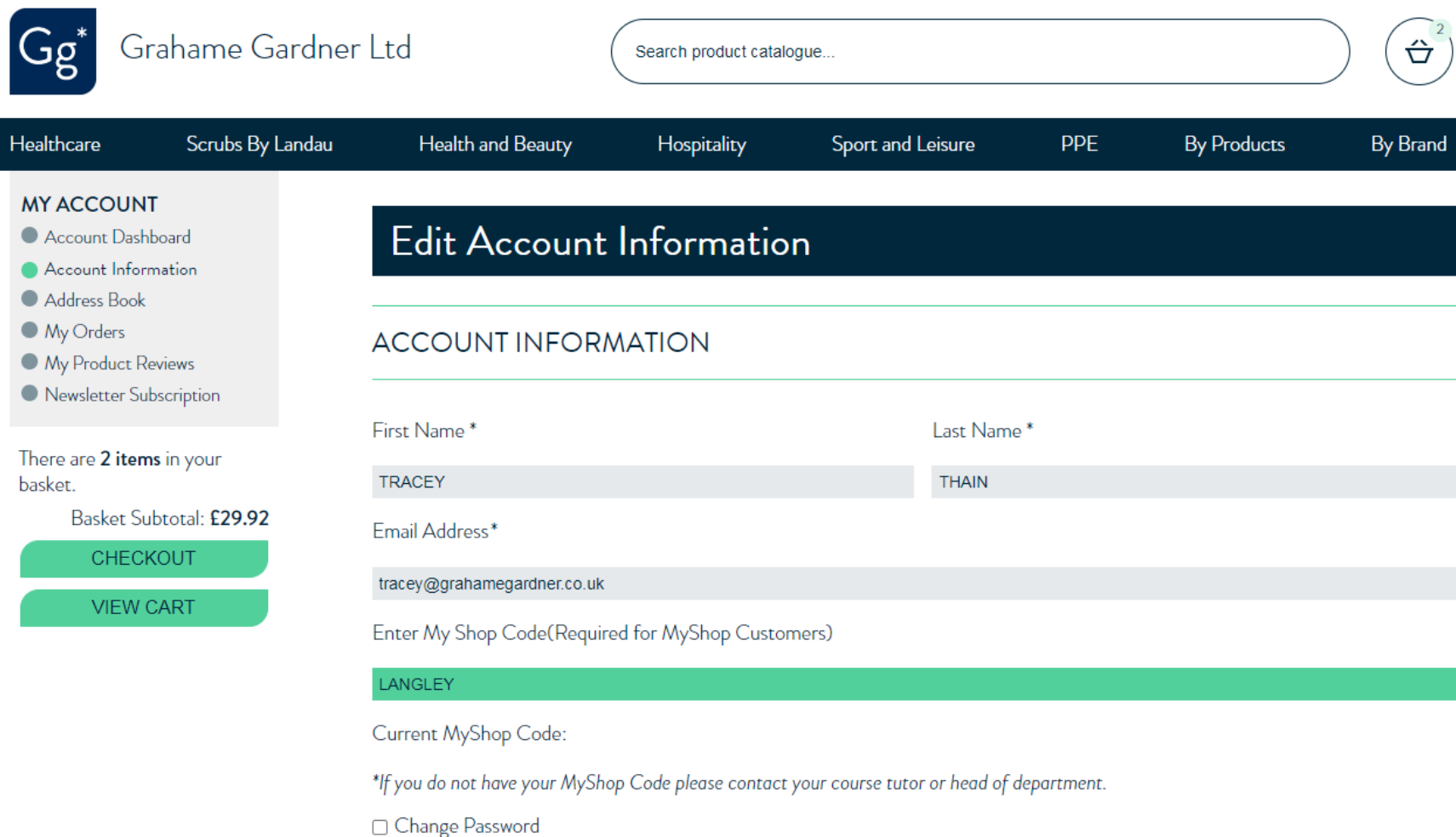
**W:** [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)


**T:** 0116 255 6326

**E:** [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

3. Once you have created an account, go to the account dashboard, and select the Account Information tab on the left hand side. In the green box at the bottom of the page add your MyShop access code – LANGLEY (case sensitive) and click save.



**Gg\*** Grahame Gardner Ltd  

Healthcare   Scrubs By Landau   Health and Beauty   Hospitality   Sport and Leisure   PPE   By Products   By Brand

**MY ACCOUNT**

- Account Dashboard
- Account Information**
- Address Book
- My Orders
- My Product Reviews
- Newsletter Subscription

There are **2 items** in your basket.

Basket Subtotal: **£29.92**

**CHECKOUT**

**VIEW CART**

### Edit Account Information

#### ACCOUNT INFORMATION

First Name \*      Last Name \*

TRACEY      THAIN

Email Address\*

tracey@grahamegardner.co.uk

Enter My Shop Code(Required for MyShop Customers)

**LANGLEY**

Current MyShop Code:

*\*If you do not have your MyShop Code please contact your course tutor or head of department.*

Change Password

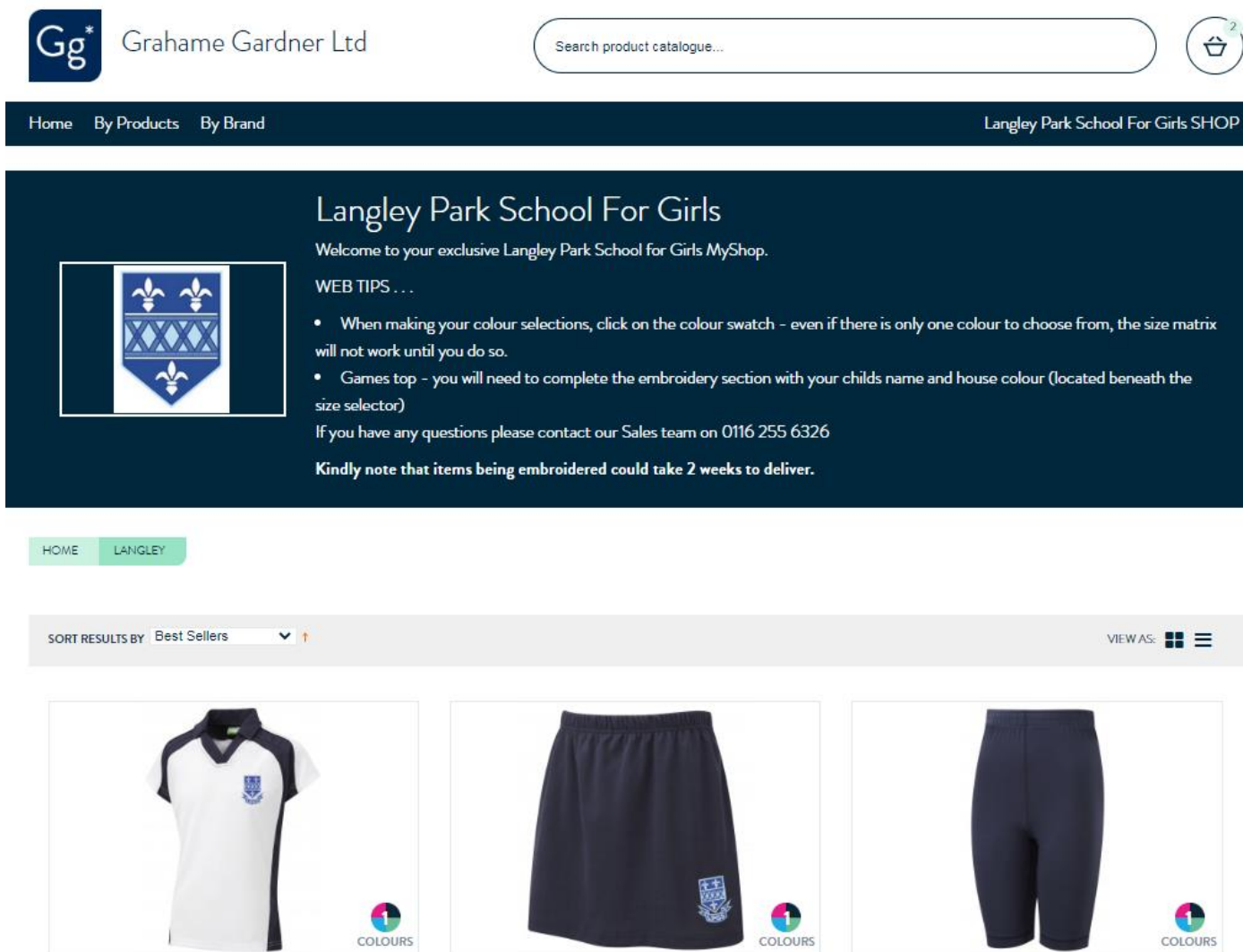
**W:** [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

**T:** 0116 255 6326

**E:** [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

4. You should now be in your Exclusive shop. To navigate your exclusive items click the link within the toolbar – Langley Park School For Girls Shop



The screenshot shows the Grahame Gardner website interface. At the top left is the 'Gg\*' logo and 'Grahame Gardner Ltd'. A search bar contains the text 'Search product catalogue...'. To the right is a shopping cart icon with a '2' notification. Below this is a dark navigation bar with 'Home', 'By Products', 'By Brand', and 'Langley Park School For Girls SHOP'. The main content area has a dark background with the title 'Langley Park School For Girls' and a welcome message: 'Welcome to your exclusive Langley Park School for Girls MyShop.' To the left is the school crest. Below the title is a 'WEB TIPS...' section with two bullet points: 'When making your colour selections, click on the colour swatch - even if there is only one colour to choose from, the size matrix will not work until you do so.' and 'Games top - you will need to complete the embroidery section with your child's name and house colour (located beneath the size selector)'. Below the tips is the contact information: 'If you have any questions please contact our Sales team on 0116 255 6326' and a note: 'Kindly note that items being embroidered could take 2 weeks to deliver.' Below the main content is a breadcrumb trail with 'HOME' and 'LANGLEY'. At the bottom of the page, there is a 'SORT RESULTS BY Best Sellers' dropdown and a 'VIEW AS' button with grid and list icons. Three product images are displayed in a row: a white polo shirt with dark panels and a crest, a dark blue skirt with a crest, and dark blue leggings with a crest. Each product image has a 'COLOURS' icon in the bottom right corner.

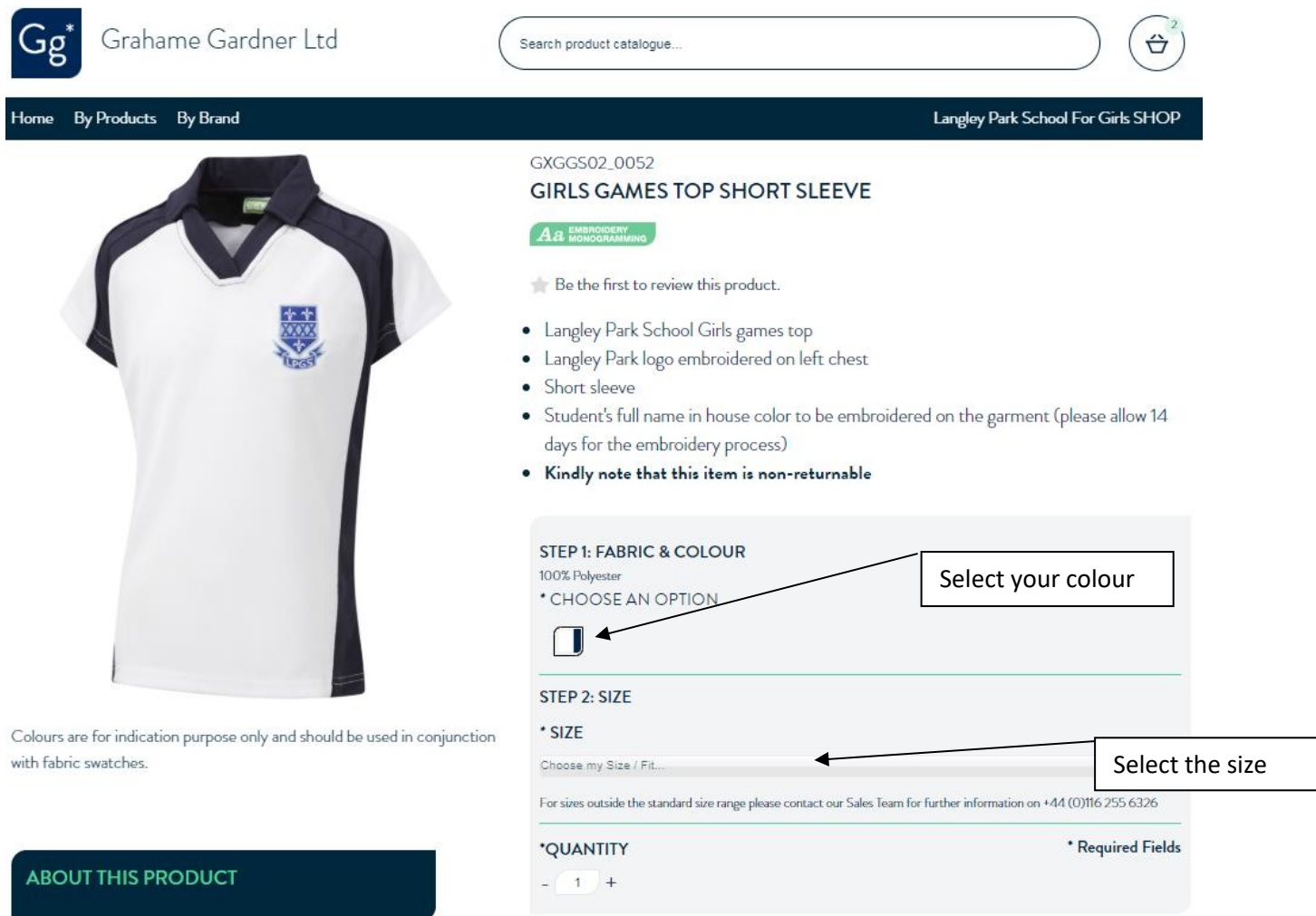
W: [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

T: 0116 255 6326

E: [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

5. Select the garment you wish to purchase and you can then choose your colour/size/fit. **Please note** that even if there is only one colour choice available to you, you will still need to click on the colour icon before the size dropdown list will become usable.



**Gg\*** Grahame Gardner Ltd

Search product catalogue...

Home By Products By Brand Langley Park School For Girls SHOP

GXGGS02\_0052  
**GIRLS GAMES TOP SHORT SLEEVE**

**Aa** EMBROIDERY MONOGRAMMING

★ Be the first to review this product.

- Langley Park School Girls games top
- Langley Park logo embroidered on left chest
- Short sleeve
- Student's full name in house color to be embroidered on the garment (please allow 14 days for the embroidery process)
- **Kindly note that this item is non-returnable**

**STEP 1: FABRIC & COLOUR**  
100% Polyester  
\* CHOOSE AN OPTION  
 **Select your colour**

**STEP 2: SIZE**  
\* SIZE  
Choose my Size / Fit... **Select the size**

For sizes outside the standard size range please contact our Sales Team for further information on +44 (0)116 255 6326

\* QUANTITY \* Required Fields  
- 1 +

Colours are for indication purpose only and should be used in conjunction with fabric swatches.

**ABOUT THIS PRODUCT**

**W:** [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

**T:** 0116 255 6326

**E:** [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

6. If choosing the games polo you will need to add your child's name and house colour. Select monogramming beneath the size section and complete the details.



Colours are for indication purpose only and should be used in conjunction with fabric swatches.

### ABOUT THIS PRODUCT

#### Aa EMBROIDERY MONOGRAMMING

Please allow for a further 14 days to the delivery time for embroidery/monogramming services.

To use our Embroidery service you must be logged in to your account and have access to upload the design of your choice. If you are ordering for the first time, there is a one off set up fee for your dst file (setup fee per order not garment).

Monogramming - we embroider any text/lettering on to your garment - perfect for names, professions, company etc. This is charged per letter with a setup fee if ordering 1/2 monogrammed products. If ordering 3+ monogrammed products the setup fee is not charged.



#### STEP 2: SIZE

##### \* SIZE

Bust size: B30

For sizes outside the standard size range please contact our Sales Team for further information on +44 (0)116 255 6326

##### \* QUANTITY

\* Required Fields

- 1 +

#### STEP : MONOGRAMMING

I would like to add my Logo (Please tick box).

There is a one off set-up fee for 1-2 monogrammed products. Our leadtime will be increased by upto 10 working days (subject to stock availability).

See our [Terms and Conditions](#) for more details.

##### \* Wording - Childs Full Name

TRACE THAIN

Maximum number of characters: 50

##### \* Text position

Right Chest

##### \* House Colour

Emerald Green

Red

Royal Blue

Yellow

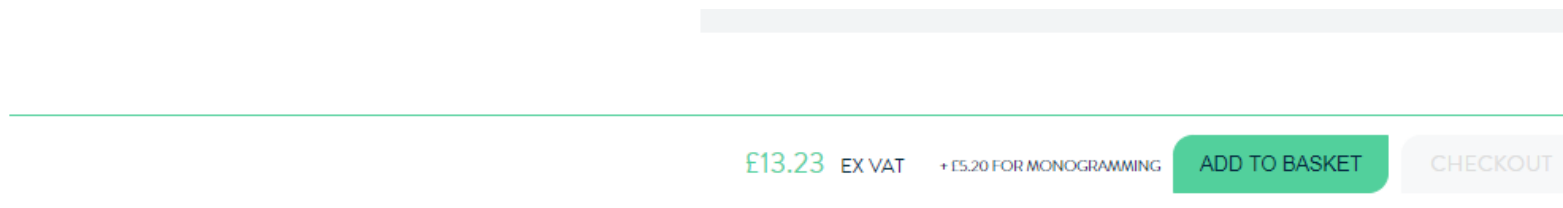
W: [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

T: 0116 255 6326

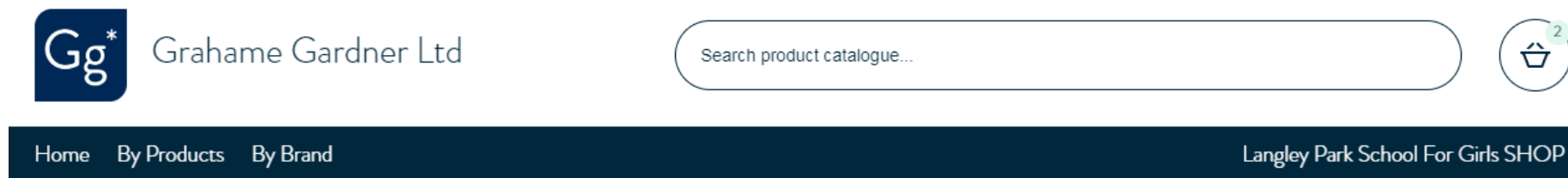
E: [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

7. Add the item to the basket.



8. To purchase the next item you click on the link in the toolbar titled "Langley Park School For Girls"



**W:** [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

**T:** 0116 255 6326

**E:** [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

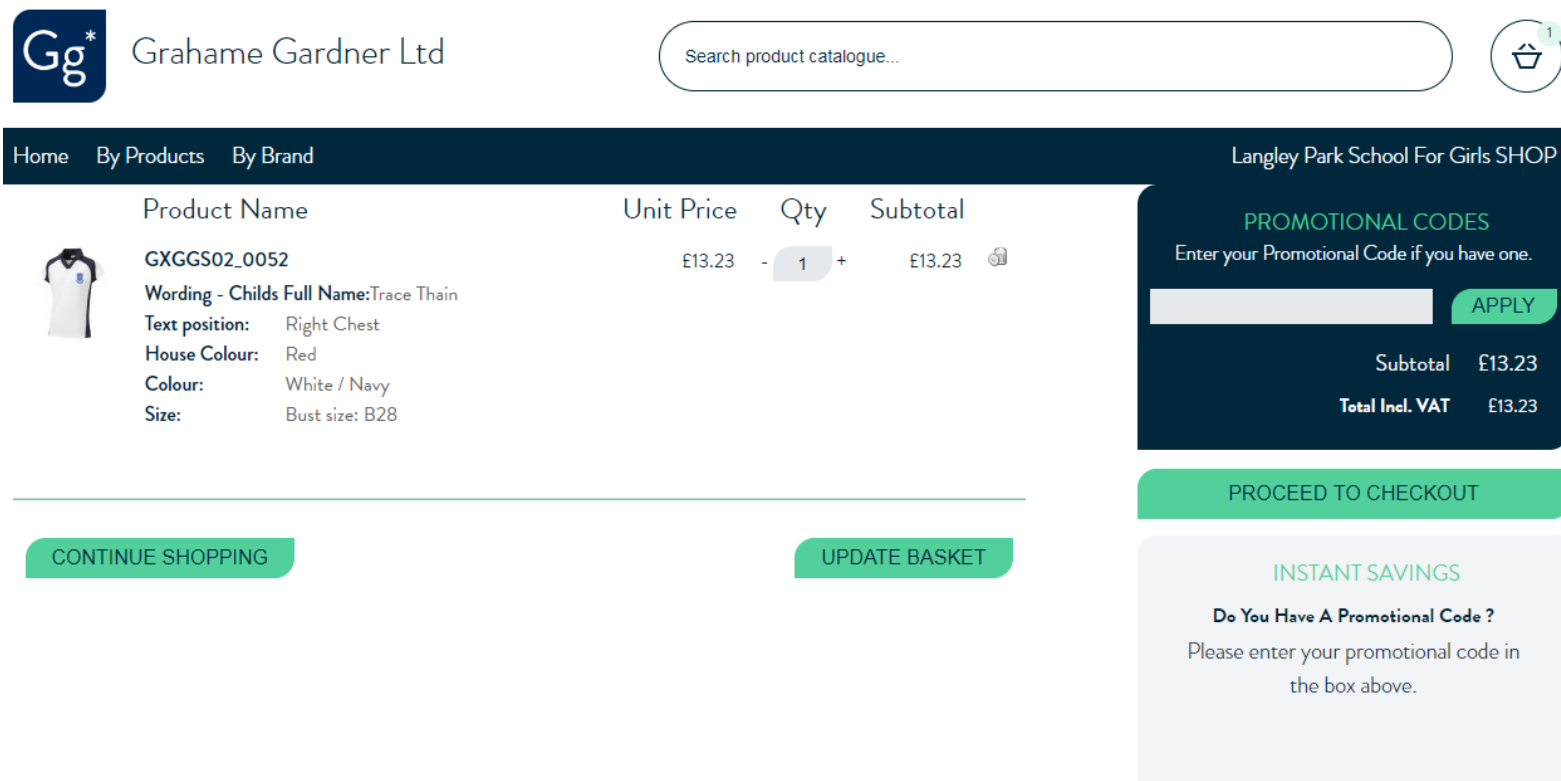
## How to order from Langley Park School For Girls MYSHOP


9. Once you have completed your purchases click on the link to go to Checkout.

Please select from the options above to see your price



£19.37 EX VAT [ADD TO BASKET](#) [CHECKOUT](#)

10. Just double check that the size is correct in your basket, and once you are happy click the link beneath the Promotional code box to proceed to checkout.



**Gg\*** Grahame Gardner Ltd  

Home By Products By Brand Langley Park School For Girls SHOP

Product Name	Unit Price	Qty	Subtotal
 <b>GXGGS02_0052</b> Wording - Childs Full Name: Trace Thain Text position: Right Chest House Colour: Red Colour: White / Navy Size: Bust size: B28	£13.23	- 1 +	£13.23 

[CONTINUE SHOPPING](#) [UPDATE BASKET](#)

**PROMOTIONAL CODES**  
Enter your Promotional Code if you have one.

[APPLY](#)

Subtotal £13.23  
Total Incl. VAT £13.23

[PROCEED TO CHECKOUT](#)

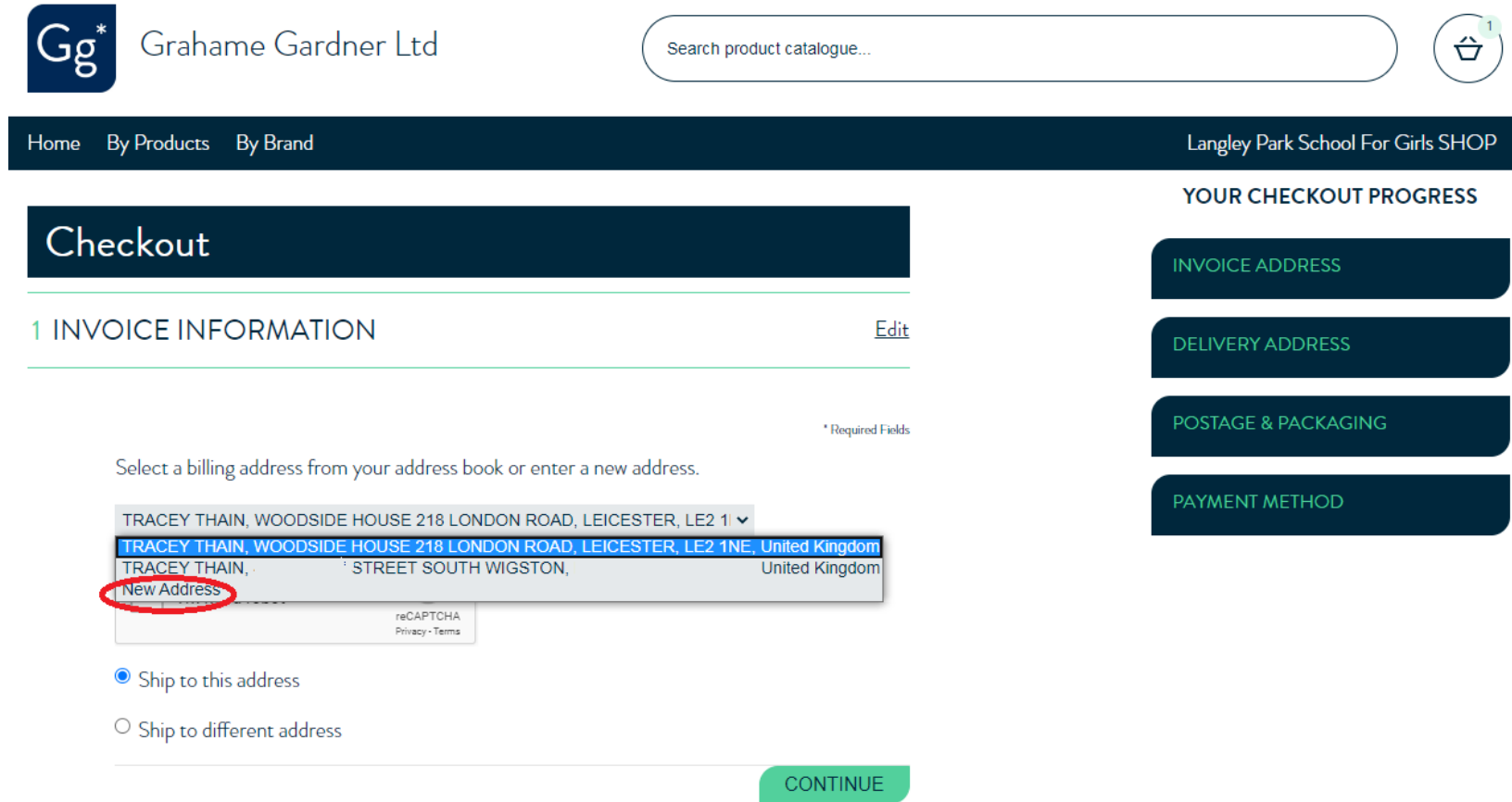
**INSTANT SAVINGS**

**Do You Have A Promotional Code ?**  
Please enter your promotional code in the box above.



## How to order from Langley Park School For Girls MYSHOP

11. Complete stages 1 and 2 – for Invoice address and Delivery address



**Gg\*** Grahame Gardner Ltd

Search product catalogue...

Home By Products By Brand Langley Park School For Girls SHOP

### Checkout

1 INVOICE INFORMATION [Edit](#)

\* Required Fields

Select a billing address from your address book or enter a new address.

TRACEY THAIN, WOODSIDE HOUSE 218 LONDON ROAD, LEICESTER, LE2 1

TRACEY THAIN, WOODSIDE HOUSE 218 LONDON ROAD, LEICESTER, LE2 1NE, United Kingdom

TRACEY THAIN, STREET SOUTH WIGSTON, United Kingdom

New Address

reCAPTCHA  
Privacy - Terms

Ship to this address

Ship to different address

CONTINUE

**YOUR CHECKOUT PROGRESS**

- INVOICE ADDRESS
- DELIVERY ADDRESS
- POSTAGE & PACKAGING
- PAYMENT METHOD

**W:** [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

**T:** 0116 255 6326

**E:** [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

### Checkout

#### 1 INVOICE INFORMATION

[Edit](#)

Select an invoice address from your address book or enter a new address.

New Address

First Name \*

Last Name \*

TRACEY

THAIN

Company

GRAHAME GARDNER LTD

Address \*

WOODSIDE HOUSE

218 LONDON ROAD

City \*

County

LEICESTER

Post Code \*

Country \*

LE2 1NE

United Kingdom

Telephone \*

Fax

0116 2556326

0116 2558030

Save in address book

Deliver to this address

Deliver to different address

**\*\*Please ensure your invoice address matches exactly the address your credit/debit card is registered to.\*\***

\* Required Fields

CONTINUE

#### YOUR CHECKOUT PROGRESS

INVOICE ADDRESS

DELIVERY ADDRESS

POSTAGE & PACKAGING

PAYMENT METHOD

W: [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

T: 0116 255 6326

E: [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

## How to order from Langley Park School For Girls MYSHOP

12. Stage 3 – shows you the postage and packaging charge – click Continue.

**Gg\*** Grahame Gardner Ltd

HOME

### Checkout

- 1 INVOICE INFORMATION [Edit](#)
- 2 DELIVERY ADDRESS [Edit](#)
- 3 POSTAGE & PACKAGING [Edit](#)


Delivery Option  
MyShop Carriage Charge £4.95  
[↑ Back](#)

[CONTINUE](#)

- 4 PAYMENT INFORMATION [Edit](#)
- 5 ORDER REVIEW [Edit](#)

Signed in as: TRACEY

Search product catalogue.. [SEARCH](#)

 BASKET/1

#### YOUR CHECKOUT PROGRESS

INVOICE ADDRESS |

TRACEYTHAIN  
woodside house  
218 london road  
leicester, le2 1ne  
United Kingdom  
T: 0116 2556326

DELIVERY ADDRESS |

TRACEYTHAIN  
woodside house  
218 london road  
leicester, le2 1ne  
United Kingdom  
T: 0116 2556326

POSTAGE & PACKAGING

PAYMENT METHOD

**W:** [www.grahamegardner.co.uk](http://www.grahamegardner.co.uk)

**T:** 0116 255 6326

**E:** [info@grahamegardner.co.uk](mailto:info@grahamegardner.co.uk)

13. Stage 4 is the payment information – we only have one option here so again just click on Continue.

## 4 PAYMENT INFORMATION

[Edit](#)

### Credit/Debit Card (PayPoint)

Please note you will be redirected to the secure PayPoint website when you place your order.

\* Required Fields

[↑ Back](#)[CONTINUE](#)

## How to order from Langley Park School For Girls MYSHOP

14. Stage 5 is the order review – this is your last chance to check your order. You can add / delete or edit your basket – click on the link to edit your basket. Otherwise Tick the box to say that you have read our terms and conditions. Then click the link to complete your order. You will be sent to a secure payment site where you add your debit/credit card details – we do not store credit/debit card details. Once authorised you will be emailed an order confirmation.

<b>3 POSTAGE &amp; PACKAGING</b>			<a href="#">Edit</a>
<b>4 PAYMENT INFORMATION</b>			<a href="#">Edit</a>
<b>5 ORDER REVIEW</b>			<a href="#">Edit</a>

Product Name	Price	Qty	Subtotal
GXGGS02_0052	£13.23	1	£13.23
<b>Wording - Childs Full Name :</b> Trace Thain			
<b>Text position :</b> Right Chest			
<b>House Colour :</b> Red			
<b>Colour :</b> White / Navy			
<b>Size :</b> Bust size: B28			

Subtotal	£13.23
Postage & Packaging (Delivery Option - MyShop Carriage Charge)	£4.95
VAT	£0.99
<b>Total Incl. VAT</b>	<b>£19.17</b>

**Terms and Conditions**

**1. General**  
These terms apply whenever we agree to sell our goods to the exclusion of any other or inconsistent terms unless otherwise agreed in writing by a Director.

I have read and accept the Terms & Conditions

[Forgot an Item? Edit Your Basket](#) **COMPLETE YOUR ORDER**

0116 2556326

**DELIVERY ADDRESS |**  
TRACEY THAIN  
woodside house  
218 london road  
leicester, le2 1ne  
United Kingdom  
T: 0116 2556326

**POSTAGE & PACKAGING |**  
Delivery Option - MyShop Carriage  
Charge £4.95

**PAYMENT METHOD |**  
**Credit/Debit Card (PayPoint)**

**IF YOU NEED ASSISTANCE PLEASE TELEPHONE OUR SALES TEAM ON 0116 2556326**