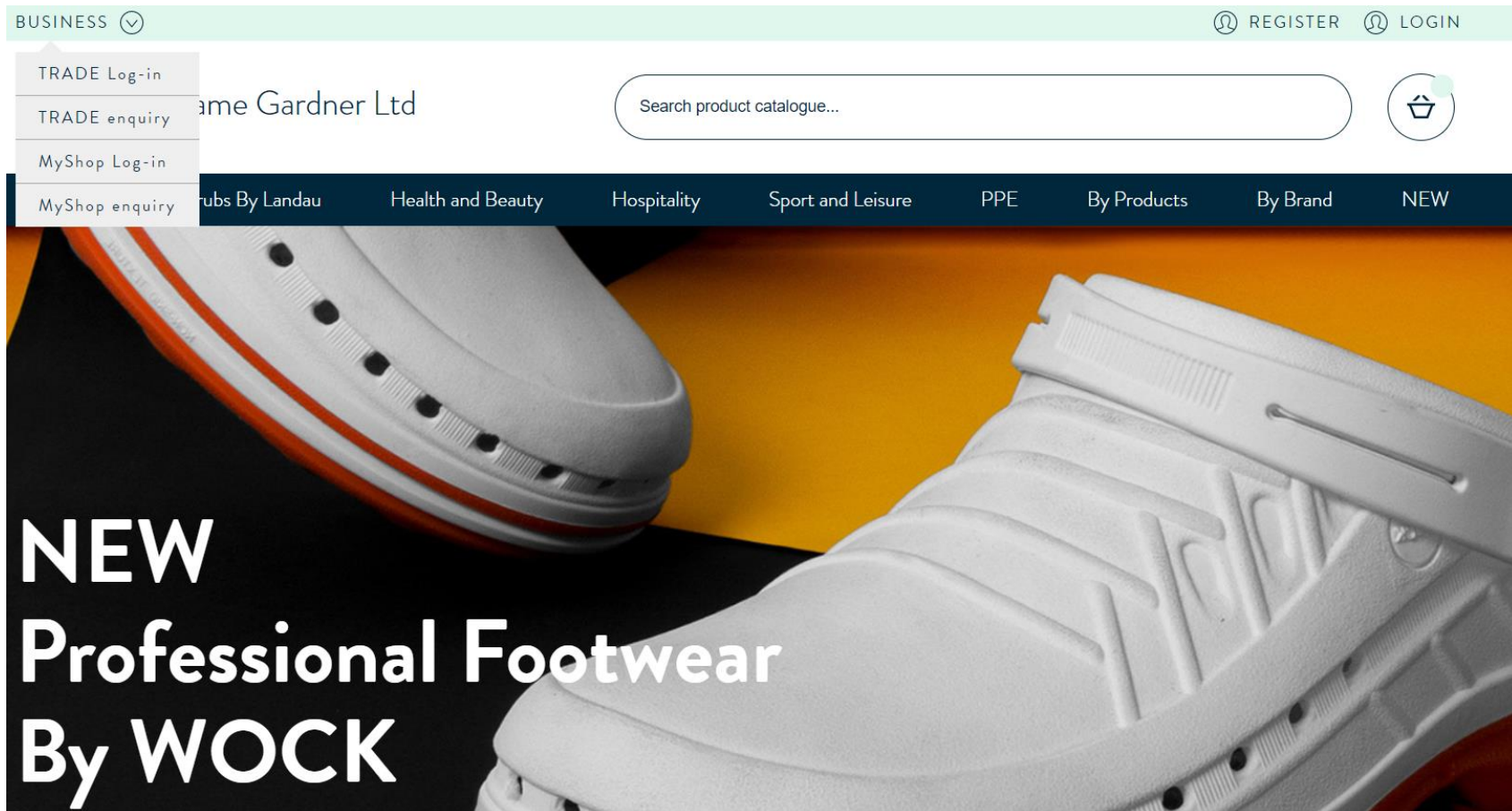


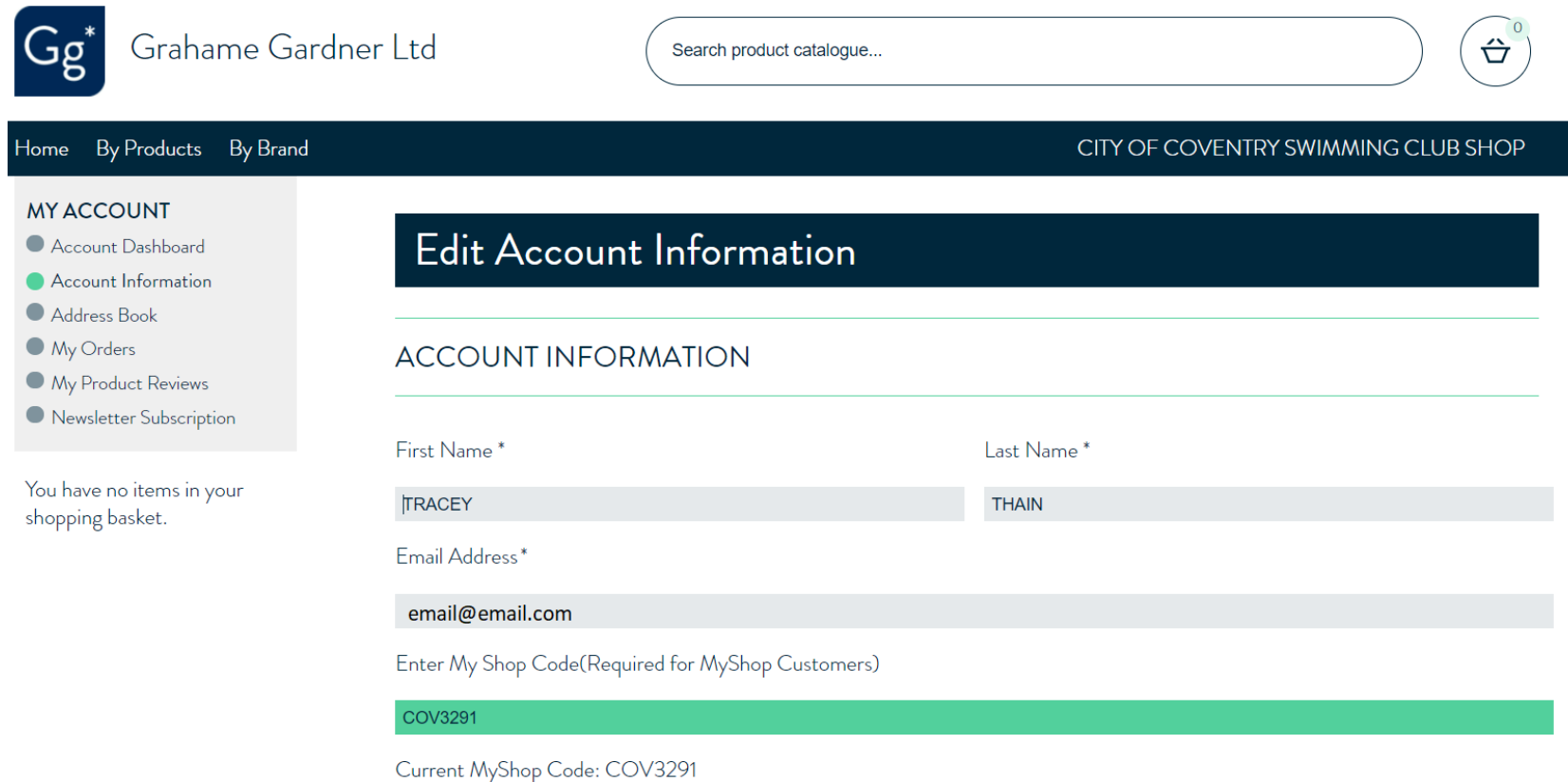
How to order from Coventry Swim Club MyShop

Grahame Gardner Ltd
Woodside House, 218 London Road
Leicester, LE2 1NE
T: 0116 2556326
E: sales@grahamegardner.co.uk

1. Go to www.grahamegardner.co.uk and in the top left-hand corner you will see a link to Business. Follow the dropdown to MyShop Log-in. You will need to register for an account.



2. You will need an email address and a password that is memorable to you.
You will also need the MyShop Access code COV3291 - please note this code is case sensitive. Enter this code on the account information tab, once your account has been created.



The screenshot shows the website header with the Grahame Gardner Ltd logo and a search bar. The navigation bar includes 'Home', 'By Products', 'By Brand', and 'CITY OF COVENTRY SWIMMING CLUB SHOP'. The 'MY ACCOUNT' sidebar lists 'Account Information' as the active page. The main content area is titled 'Edit Account Information' and contains the following fields:

- ACCOUNT INFORMATION**
- First Name *: TRACEY
- Last Name *: THAIN
- Email Address *: email@email.com
- Enter My Shop Code(Required for MyShop Customers): COV3291
- Current MyShop Code: COV3291

3. You should now be in your Exclusive shop. You can tell as a link to your shop is on the right-hand side of the toolbar.

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4. 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.

CITY OF COVENTRY SWIMMING CLUB - COV3291



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

GF6859

POLO SHIRT WITH OPTIONAL NAME ON THE BACK

★ Be the first to review this product.

- City of Coventry Swimming Club Polo Shirt
- Short Sleeve
- Sublimated
- Fabric: Microforce 160gsm
- **Please enter the name which you wish to have printed on the back of your shirt (optional)**
- If you get your name printed on your garment, please allow 10-15 working days for delivery.

STEP 1: FABRIC & COLOUR

Microforce 160gsm

* CHOOSE AN OPTION



Select the colour swatch (even if there is only one choice)

Select your size from the dropdown list

STEP 2: SIZE

* SIZE

Choose my Size / Fit...

Select your size

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

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5. Beneath the Unisex and Ladies polo shirt you can add your name that will be printed on the back of the shirt. Type your name and select the Back position.



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

delivery.

STEP 1: FABRIC & COLOUR

Microforce 160gsm

* SELECTED COLOUR - SPORT NAVY / OCEAN / WHITE



STEP 2: SIZE

* SIZE

Age: 11/12 years

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 +

OPTIONAL PRINTED NAME ON BACK

YOUR NAME

Maximum number of characters: 30

POSITION

None

Back

£22.86 EX VAT

ADD TO BASKET

CHECKOUT

How to order from Coventry Swim Club MyShop

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Woodside House, 218 London Road
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T: 0116 2556326
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6. Add the item to the basket.

£25.36 EX VAT [ADD TO BASKET](#) [CHECKOUT](#)

7. To purchase the next item, you click on the link in the toolbar titled “City of Coventry Swimming Club Shop”



Grahame Gardner Ltd

Search product catalogue...



[Home](#) [By Products](#) [By Brand](#)

CITY OF COVENTRY SWIMMING CLUB SHOP

[HOME](#) [COV3291](#) [GF6859](#)

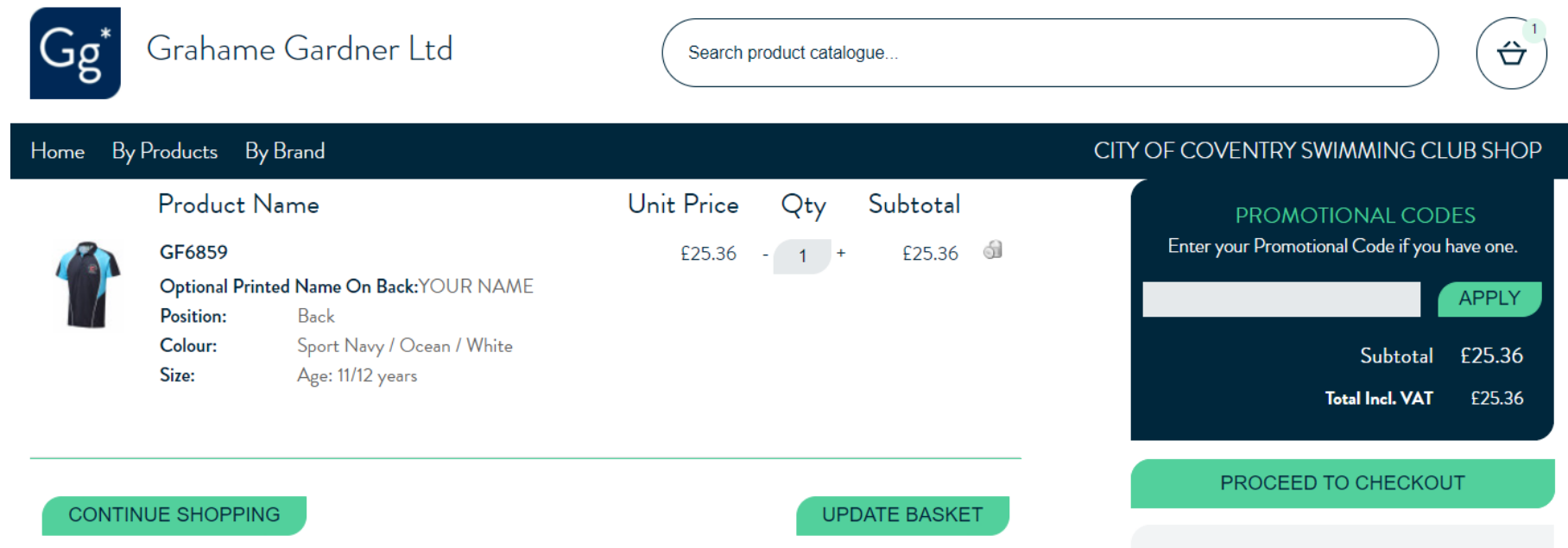
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8. Once you have completed your purchases click on the link to go to Checkout.



9. 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

Search product catalogue...

Home By Products By Brand

CITY OF COVENTRY SWIMMING CLUB SHOP

Product Name	Unit Price	Qty	Subtotal
 GF6859 Optional Printed Name On Back: YOUR NAME Position: Back Colour: Sport Navy / Ocean / White Size: Age: 11/12 years	£25.36	1	£25.36

PROMOTIONAL CODES
Enter your Promotional Code if you have one.

Subtotal £25.36
Total Incl. VAT £25.36

CONTINUE SHOPPING UPDATE BASKET PROCEED TO CHECKOUT

How to order from Coventry Swim Club MyShop

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10. Complete stages 1 and 2 – for Invoice address and Delivery address. Please note that the invoice address should match the address of debit/credit card holder.

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

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

3 POSTAGE & PACKAGING

[Edit](#)

Delivery Option

MyShop Carriage Charge £3.54

[↑ Back](#)

CONTINUE

DELIVERY ADDRESS |

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

How to order from Coventry Swim Club MyShop

Grahame Gardner Ltd
Woodside House, 218 London Road
Leicester, LE2 1NE
T: 0116 2556326
E: sales@grahamegardner.co.uk

12. 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 Coventry Swim Club MyShop

13. 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 called secpay.com where you add your debit/credit card details. Once authorised you will be emailed an order confirmation.

5 ORDER REVIEW

[Edit](#)

Product Name	Price	Qty	Subtotal
GF6859	£25.36	1	£25.36
Optional Printed Name On Back : YOUR NAME			
Position :	Back		
Colour :	Sport Navy / Ocean / White		
Size :	Age: 11/12 years		

Subtotal	£25.36
Postage & Packaging (Delivery Option - MyShop Carriage Charge)	£3.54
VAT	£0.71
Total Incl. VAT	£29.61

2. Postage and Packaging

Delivery is made at your premises.

At our option we may deliver the goods in reasonable instalments.

I have read and accept the Terms & Conditions

[Forgot an Item? Edit Your Basket](#)

COMPLETE YOUR ORDER