

# The School Shop Trading Company Limited

23-24 Smithbrook Kilns Cranleigh Surrey GU6 8JJ

Tel: 01483 271188 Fax: 01483 277951

E-mail: [jane@schoolshop.org](mailto:jane@schoolshop.org)

[www.schoolshop.org](http://www.schoolshop.org)

1<sup>st</sup> June 2009

Dear Parents/Guardians,

To enable boarding girls at St. Catherine's to purchase School uniform for themselves during term time a new 'Boarders Account' must be setup with the School Shop Trading Company. Once opened, the girls will be able to order uniform items through 'Head of Boarding', and have them delivered to the school office. This account must be **renewed** for the beginning of each academic year, if required. This will ensure that all accounts will be up-to-date, and allow parents to maintain control on a year to year basis.

To **open** an account parents will need to fill in one of the enclosed option choices and return the completed form by post, fax or e-mail to the above address.

The School Shop Trading Co. Ltd. is open at Smithbrook Kilns:

Tuesday – Friday 10:00am – 5:00pm

Saturday 10:00am – 3:00pm

**The shop is closed Monday**

Please note that The School Shop on the school grounds will close from the end of this academic year. Many Thanks.

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## **BOARDERS ACCOUNT SET-UP: (Sept 2009)**

**Option 1**; An account can be set up with a credit card, so that we can debit the relevant account on a 'termly', basis or when the account reaches £50.00 (whichever comes first). A careful record will be kept of purchases made, and a detailed statement and receipts will be posted home when funds are deducted from the designated credit card, and at the end of each term.

Each item requested must be ordered through the 'Head of Boarding', Mrs Christina Foord. This will ensure that all orders are authorised. Receipts will be sent out with the invoice or statement.

NAME/S AND SIGNATURES of PUPIL/S WHO MAY USE THE ACCOUNT:

\_\_\_\_\_

NAME of CARD HOLDER: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
/HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CARD TYPE: \_\_\_\_\_ we do not accept American Express

CARD NUMBER: \_\_\_\_\_

START DATE: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

ISSUE NUMBER: \_\_\_\_\_ SECURITY NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## **BOARDERS ACCOUNT SET-UP: (Sept 2009)**

**Option 2;** A deposit against potential purchases can be set up at the beginning of the term, in cash or by cheque, (the amount deposited at the customer's discretion). A careful record will be kept of purchases made, and a detailed statement and receipts will be posted home at the end of each term or when the deposited funds are spent. All monies remaining at the end of each term can be carried forward to the next term or returned to the customer.

Each item requested must be ordered through the 'Head of Boarding', Mrs Christina Foord. This will ensure that all orders are authorised. Receipts will be sent out with the invoice or statement.

NAME/S AND SIGNATURES of PUPIL/S WHO MAY USE THE ACCOUNT:

\_\_\_\_\_

PARENTS/GUARDIANS NAMES:

\_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS:

\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

AMMOUNT TO BE DEPOSITED:

CASH: \_\_\_\_\_ CHEQUE: \_\_\_\_\_

CHEQUE NUMBER: \_\_\_\_\_