

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

www.schoolshop.org

1st June 2009

Dear Parents/Guardians,

To enable the pupils to purchase School uniform and toiletries for themselves during term time at the 'School Shop', accounts must be setup. Once setup, the account will need to be **renewed** for the beginning of each academic year. This will ensure that all accounts will be up-to-date, and will allow parents to maintain control on a year to year basis.

To **open** or **renew** an account at the School Shop at Worth, parents will need to fill in one of the enclosed option choices and return the completed form to either the shop in the school grounds, or by posting, faxing or e-mailing 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 no Worth Uniform is kept here.

The School Shop within Worth's School grounds is open for parents and pupils of the school during Term Time only:

Monday – Friday 1pm – 2pm

Saturday 12pm – 2pm

Please call (01483) 271188 for opening times during the school holidays.

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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 purchased will be signed for by the pupil concerned on a 'School Shop Account Slip', with a duplicate customers copy sent out with the invoice or statement.

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

PUPILS NAME: _____ SIGNATURE: _____

HOUSE: _____ YEAR GROUP: _____

NAME of CARD HOLDER: _____

BILLING ADDRESS: _____
/HOME ADDRESS: _____

POSTCODE: _____

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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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 purchased has to be signed for by the pupil concerned on a 'School Shop Account Slip', with a duplicate customers copy sent out with the invoice or statement.

PUPILS NAME: _____ SIGNATURE: _____

HOUSE: _____ YEAR GROUP: _____

PARENTS/GUARDIANS NAMES:

HOME ADDRESS:

POSTCODE:

EMAIL ADDRESS:

TELEPHONE NUMBER:

AMOUNT TO BE DEPOSITED:

CASH: _____ CHEQUE: _____

CHEQUE NUMBER: _____