**St Gabriel’s PTA Uniform Shop Order Form**

***For Shop Staff Only*Order Number**

|  |  |  |  |
| --- | --- | --- | --- |
| **Childs Name**  |  | **Year Group (January 2022 – March 2022)** |  |
| **Parent Contact Number**  |  | **Name of Payee if different from Child’s name** |  |
| **Parent Email Address** |  |

Before completing the Order Form, please refer to St Gabriel’s Uniform & Equipment List, Stevensons’ Uniform List and Sizing Guide with instructions on how to measure your child and Second-Hand Uniform Instructions and Price List.

Please be careful with sizing as we will not be able to action any Returns or Refunds.

Please check all boxes have been completed and email to:

2ndhandshop@stgabrielspta.co.uk

**Please send back as a Word document, we need to print the forms off and any that are completed on mobile devices are difficult to read.**

**The volunteers will be in the shop on the following dates: - Thursday 20/1/22, Thursday 3/2/22, Thursday 17/2/22, Thursday 10/3/22 and Thursday 24/3/22.**

On receipt, the PTA volunteers will update the form with items that can be fulfilled and the total cost due and will email the form back to you. Once we have verified that payment has been received, we will make arrangements for you to collect your order.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Size** | **Quantity** | **Price (*Shop Staff Only*)** |
| Example: Junior Kilt  | 24” | 1 | Please Leave blank |
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| ***For Shop Staff Only*** |  |  | **Total**:  |

Payment can only be made by Online Bank Transfer to the PTA account, this is not the account you pay school fees to:

**Metro Bank 64-65 Northbrook Street, Newbury, RG14 1AE**

**Account Name St Gabriel’s PTA**

**Sort Code 23-05-80**

**Account Number 34035873**

**Reference Child’s Name**

The personal information on this form will be stored and used by St Gabriel’s PTA in order to process your order and will be retained up to the end of the academic year 2022.