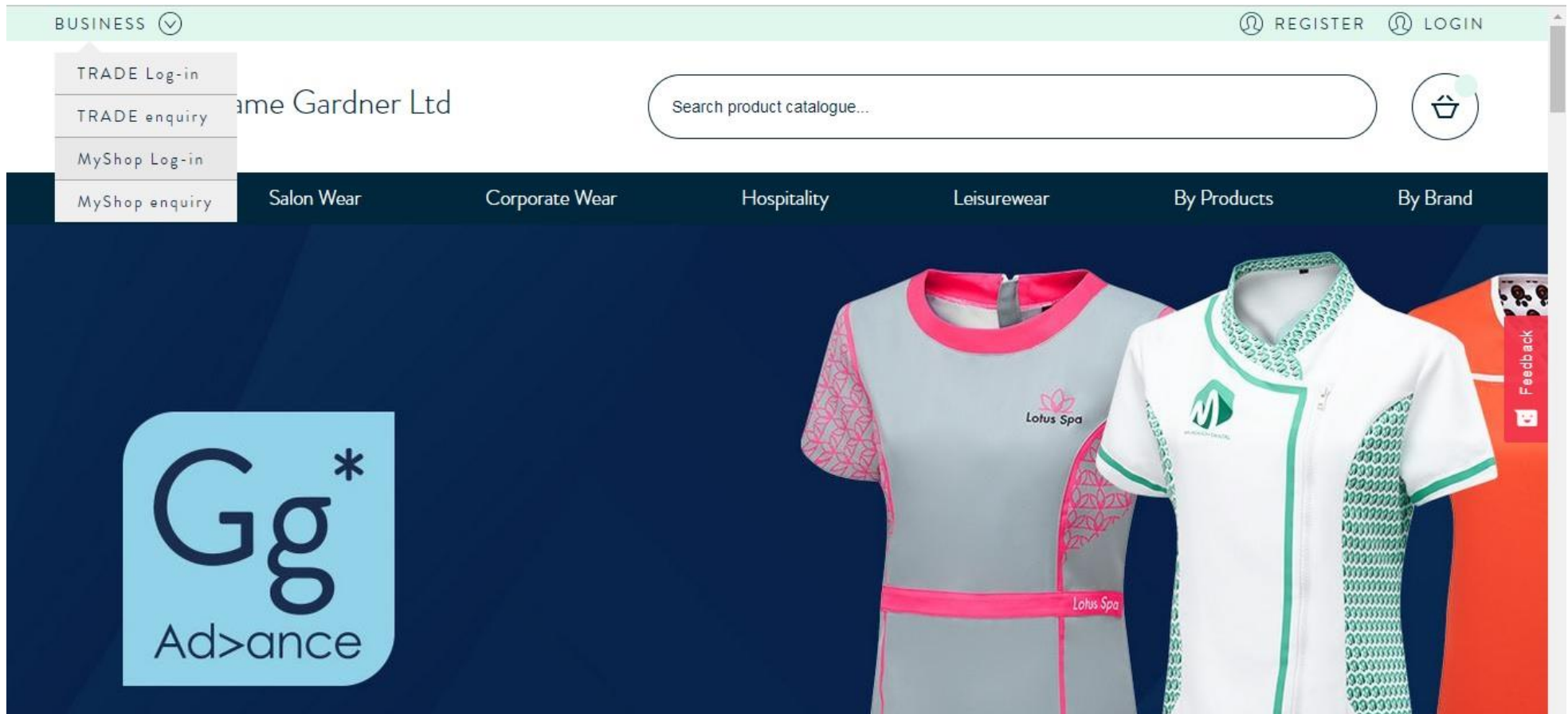




## How to order from University of Roehampton Department of Life Sciences

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](http://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 a **New Customer**.



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: HSROLSCW



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BUSINESS

REGISTER LOGIN



Grahame Gardner Ltd

Search product catalogue...



Healthcare

Salon Wear

Corporate Wear

Hospitality

Leisurewear

By Products

By Brand

## Create an Account

### PERSONAL INFORMATION

First Name \*

Tracey

Last Name \*

Thain

Email Address \*

tracey@grahamegardner.co.uk

Sign Up for Newsletter

### LOGIN INFORMATION

Password\*

.....



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Go to the Account Information tab to add your MyShop access code: HSROLSCW



Grahame Gardner Ltd

Search product catalogue...



Home By Products By Brand

UNIVERSITY OF ROEHAMPTON SHOP

## MY ACCOUNT

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

You have no items in your shopping basket.

## Edit Account Information

### ACCOUNT INFORMATION

First Name \*

TRACEY

Last Name \*

THAIN

Email Address \*

tracey@grahamegardner.co.uk

Enter My Shop Code(Required for MyShop Customers)

HSROLSCW

Current MyShop Code: HSROLSCW

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

Change Password

\* Required Fields

« Back

SAVE



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3. You should now be in your Exclusive shop.

The screenshot shows the 'UNIVERSITY OF ROEHAMPTON SHOP' interface. At the top, there is a dark navigation bar with 'Home', 'By Products', and 'By Brand' on the left, and 'UNIVERSITY OF ROEHAMPTON SHOP' on the right. Below this is a large green banner featuring the University of Roehampton logo (a stylized 'R' with 'University of Roehampton London' text) on the left. To the right of the logo, the text reads: 'UNIVERSITY OF ROEHAMPTON', 'Welcome to the MyShop for the University of Roehampton - Department of Life Sciences. Here you will be able to view all of the garments exclusive to you, make your selection and place your order.', and 'If you have any questions please just contact our Sales team 0116 255 6326'. Below the banner is a breadcrumb trail with 'HOME' and 'HSR0LSCW'. A sorting bar shows 'SORT RESULTS BY Best Sellers' with a dropdown arrow and an upward arrow, and 'VIEW AS: [grid icon] [list icon]'. The main content area displays a product card for a 'Biomedical Science Labcoat'. The card includes an image of a white labcoat, a 'COLOURS' selector icon, the product name 'Biomedical Science Labcoat', the product code 'MWC10/ROEHAM9165', and the price 'From: £12.95'.



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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.

Home By Products By Brand UNIV OF ROEHAMPTON - LIFE SCIENCES SHOP

MWC10/ROEHAM9165  
**BIOMEDICAL SCIENCE LABCOAT**

★ Be the first to review this product.

- Embroidered on left chest - 9165-01 - 'Biomedical Science - Biscience Students'
- Unisex coat
- Square collar
- Long Sleeve
- 2 hip patch pockets
- Press-stud opening fly front

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

**STEP 1: FABRIC & COLOUR**  
Standard Weight 65% Polyester 35% Cotton  
\* SELECTED COLOUR - WHITE

**STEP 2: SIZE**  
\* SIZE

Choose my Size / Fit...  
Choose my Size / Fit...  
Chest size: 2XS (28/28) Out of Stock - Next Due Date is 21/08/2019  
Chest size: X-Small (32/34) Out of Stock - Next Due Date is 21/08/2019  
Chest size: Small (36/38) Out of Stock - Next Due Date is 21/08/2019  
Chest size: Medium (40/41) Out of Stock - Next Due Date is 21/08/2019  
Chest size: Large (42/44) Out of Stock - Next Due Date is 21/08/2019  
Chest size: X-Large (46/48) Out of Stock - Next Due Date is 21/08/2019  
Chest size: 2XL (50/52) Out of Stock - Next Due Date is 21/08/2019

Select the colour swatch (even if there is only one choice)  
Select your size from the dropdown list

FROM £12.95 EX VAT ADD TO BASKET CHECKOUT



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5. Add the item to the basket.

\*QUANTITY \* Required Fields

- 1 +

---

Please select from the options above to see your price

EX VAT **ADD TO BASKET** CHECKOUT

6. To purchase the next item you click on the link in the toolbar titled "University of Roehampton Shop"



Grahame Gardner Ltd

Search product catalogue...



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

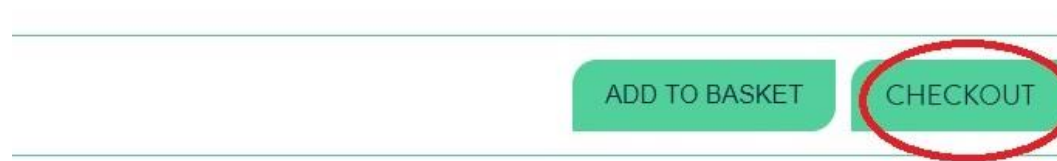
UNIVERSITY OF ROEHAMPTON SHOP



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



8. 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 UNIVERSITY OF ROEHAMPTON SHOP

Product Name	Unit Price	Qty	Subtotal
MWC10/ROEHAM9165 Colour: White Size: Chest size: Small (36/38)	£12.95	1	£12.95

CONTINUE SHOPPING UPDATE BASKET

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

Subtotal £12.95  
VAT £2.59  
**Total Incl. VAT** £15.54

**PROCEED TO CHECKOUT**



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E: sales@grahamegardner.co.uk

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

## 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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10. 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 £3.95  
[↑ 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 |**  
TRACEY THAIN  
GRAHAME GARDNER LTD  
WOODSIDE HOUSE  
218 LONDON ROAD  
LEICESTER, LE2 1NE  
United Kingdom  
T: 0116 2556326  
F: 0116 2558030

**DELIVERY ADDRESS |**  
TRACEY THAIN  
GRAHAME GARDNER LTD  
WOODSIDE HOUSE  
218 LONDON ROAD  
LEICESTER, LE2 1NE  
United Kingdom  
T: 0116 2556326  
F: 0116 2558030

**POSTAGE & PACKAGING**



How to order from University of Roehampton  
Department of Life Sciences

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Leicester, LE2 1NE  
T: 0116 2556326  
E: sales@grahamegardner.co.uk

11. 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



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Woodside House, 218 London Road  
Leicester, LE2 1NE  
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E: sales@grahamegardner.co.uk

12. 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.

3 POSTAGE & PACKAGING [Edit](#)

4 PAYMENT INFORMATION [Edit](#)

5 ORDER REVIEW [Edit](#)

Product Name	Price	Qty	Subtotal
MWC10/ROEHAM9165	£12.95	1	£12.95
Colour : White			
Size : Chest size: Small (36/38)			
Subtotal			£12.95
Postage & Packaging (Delivery Option - MyShop Carriage Charge)			£4.20
VAT			£3.43
Total Incl. VAT			£20.58

### 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](#)

### DELIVERY ADDRESS |

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

### POSTAGE & PACKAGING |

Delivery Option - MyShop Carriage  
Charge £4.20

### PAYMENT METHOD |

Credit/Debit Card (PayPoint)