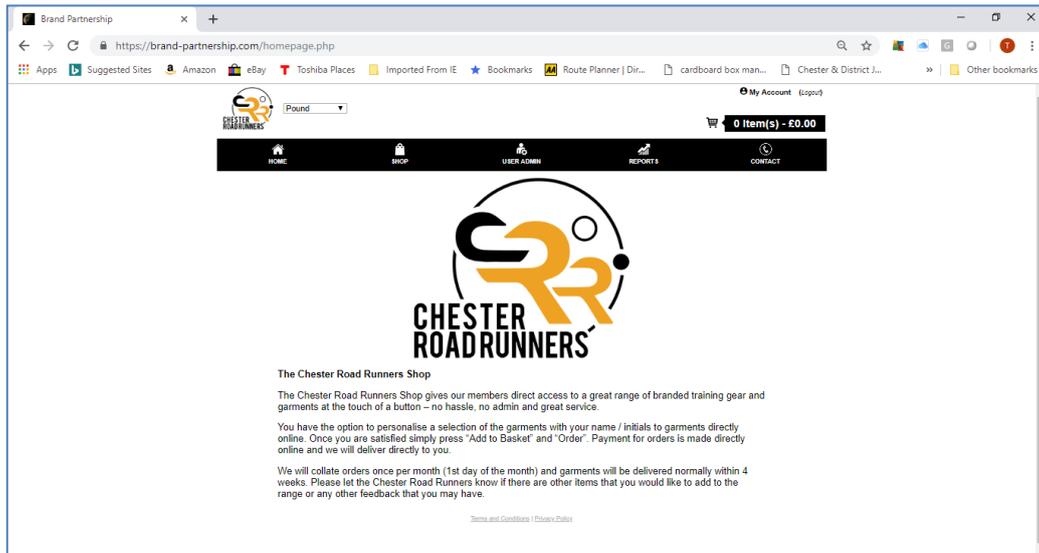


## Chester Road Runners Shop – How to Use Summary

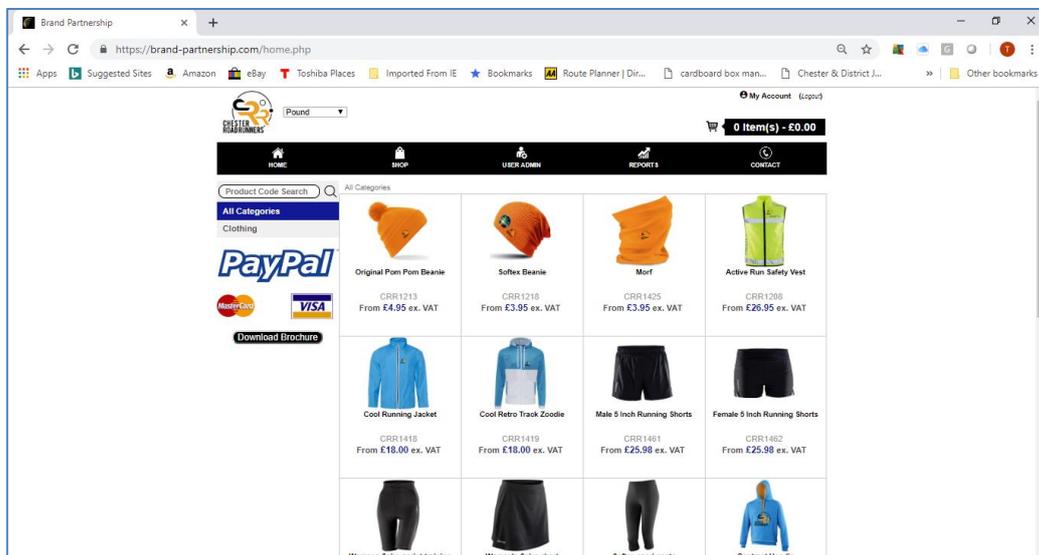
The Chester Road Runner Shop provides members with a simple and efficient way to order approved gear. The site address is [www.brand-partnership.com](http://www.brand-partnership.com)



Your username and password is supplied by the club or you can register online (see details in the club newsletter). Once logged in you will be able to access the shop by clicking on the menu bar.

### 1. Shop

The Chester Road Runners Shop provide you with direct access to the approved range of merchandise. Some garments allow you to add your name/ initials if required.



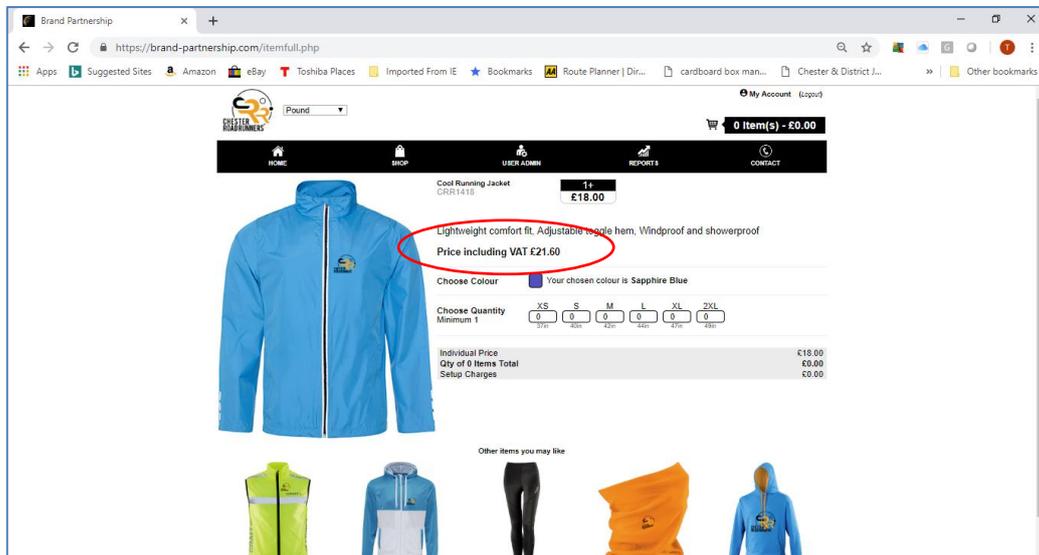
### 2. How to Order

Registered members can select and view the items directly from the Shop's main screen, search by product code or refine by category (headwear, outerwear etc).

The product details include the size in inches to aid your selection. Please take extra care when selecting garments with logos as these cannot be returned to the supplier in case of incorrect selection.

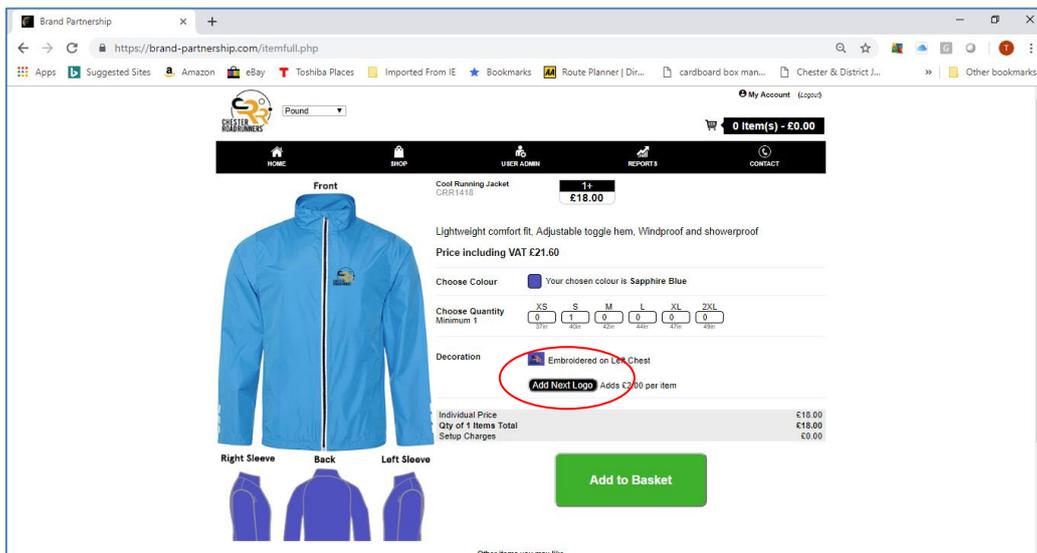
**Please note that the main screen price does not include VAT but the product description screen provides details of the price inclusive of VAT (see below).**

Once the item has been selected you can view the product details (description, colour options, price (including VAT) and simply choose the quantity required and then select “Add to Basket”. This will place the order in the basket until you are ready to finalise your order.



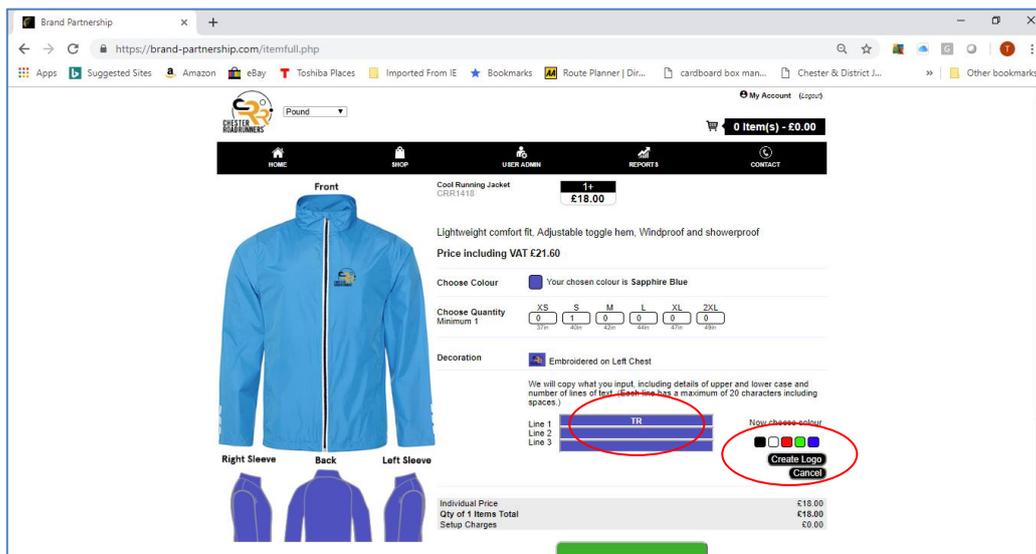
For garment orders the Shop allows you to add your name or initials to personalise the item. Please use the following process:

- Select the item you wish to order and follow the on-screen instructions regarding quantity, colour and size.
- Complete the order by clicking “Add to Basket” or select the “Add Next Logo” button. See below.



- If you select the “Add Next Logo” button you can then select a logo you have used before from the “Logos Used Previously” library. You can also select “Upload New Logo” or “Create Text Logo” (ie for name or initials) and place the decoration on the garment as required. If using a new logo there is a one off set up fee (£30 for a logo or £5 for a text logo).
- To add your name or initials, select “Create Text Logo” and then add the required text into line 1 of the table that is provided. Then select the colour required (from the pallet shown on the right of

the table) and then click the “Create Logo” button. See below.

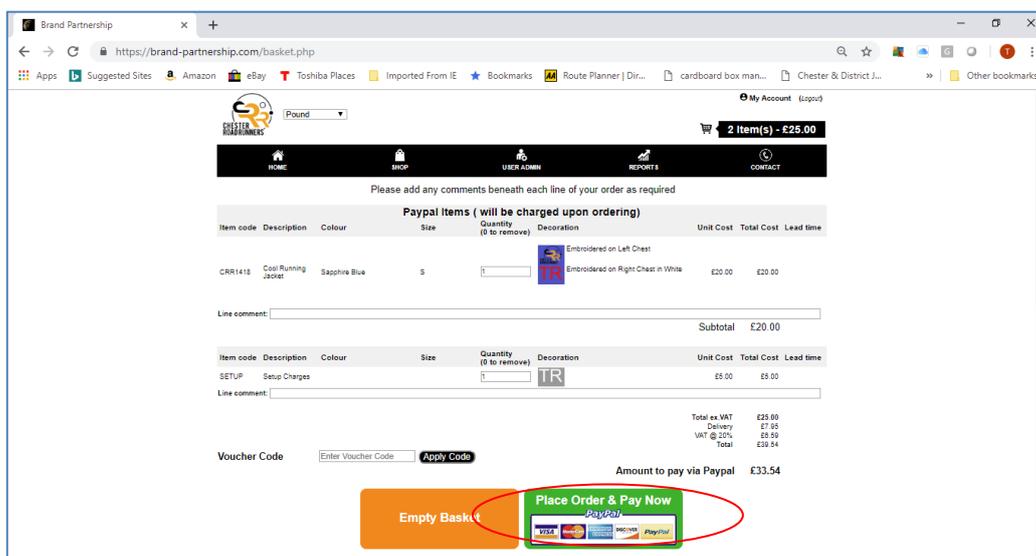


- Once completed, select from the drop down box the position that you would like the text logo to applied. Note: this cannot be in the same location as the Chester Road Runners logo.
- Please check your selection and click “Add to Basket” when you have confirmed that the order is correct. Repeat this process for any additional items you may require.

### 3. Basket

To select the “Basket”, click the basket icon at the top right hand of the screen to view your basket or amend your overall order. Please ensure that your details are correct (ie delivery address, phone number, email etc).

Scroll down the screen to review the items that you are ordering and again ensure that they are correct (item, colour, size, logos/text). Once you are happy with your selection then click on the button “Place Order and Pay Now.” This will take you to Paypal and allow you to pay either using your Paypal account or by entering credit card details.



#### **4. What Happens Next**

Once you have placed your order you will receive an order confirmation email. If you have any queries regarding the order then please email [ben@involution.co.uk](mailto:ben@involution.co.uk)

#### **5. Lead-Times & Delivery**

If your order contains the dye sub T-Shirts or vests (CRR9900/9901/9902/9903) then the entire order will have a lead time of 4 weeks to avoid members paying additional delivery charges. If your order does not contain the above items then lead time will normally be 2 weeks. Orders will be delivered directly to the address detailed on your Basket screen.

All items listed on Chester Road Runners Shop are subject to availability and lead-times quoted are subject to change.

#### **6. Queries**

If you have any queries regarding the site or service then please contact us directly using email [ben@involution.co.uk](mailto:ben@involution.co.uk)