



15 Allington Circle,
Kingsmead
Milton Keynes,
MK4 4EE
01908 340589
Theresa@ShirleyMK.biz
www.shirleymk.biz

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Dear Parents and Carers,

My name is Theresa Shirley, trading as Shirley MK. I provide uniform for the Students at The Hazeley Academy. Please find attached a list of the uniform items available to order.

Listed below are the key dates where you will be able to view and purchase uniform:

Date	Event	Detail
Each Saturday as follows: Saturday 9th June – Saturday 1st September 2018 Time: 2pm-5pm	Pop-Up Shop in Academy	Opportunity to try on and purchase Hazeley uniform and other school clothing Collection of ordered items No appointment necessary however busiest in first hour
Monday 2nd July Time: 4pm onwards	Transition Evening - Library	Opportunity to try on uniform for sizing
Friday 20th July	Last order date for guaranteed delivery prior to start of academic year	

For any further information I can be contacted as follows:

Phone Number: 01908 340589

Email: Theresa@mkshirley.biz

Orders can be taken by Post, Telephone or Email. Payment for the uniform can be made in Cash or by Cheque (made payable to Shirley MK) and is required when the order is placed. Bank details can also be provided should you prefer to pay via Bank Transfer.

As soon as your order is ready I will contact you to arrange collection or delivery.

Should you have any further questions or queries please do not hesitate to contact me.

Yours sincerely
Theresa Shirley
ShirleyMK