



How to - Place an order online

You can place different types of orders to buy or sell investments. This may be:

- an individual order with an electronic quote At Best – see page 2
- a Forward Order when an electronic quote is not available – see page 6
- a Limit Order – see page 10
- a Stop Loss Limit Order – see page 17
- a Switch Order – see page 25



To place an individual order with an electronic quote At Best please follow the step by step guide:

Step 1 of 4

Select the TRADE tab in the header followed by PLACE ORDER – see below





Step 2 of 4

Complete the fields as shown placing an order At Best:

James Brearley
Investment Managers & Stockbrokers
Established 1919

VALUATION & ACCOUNT ACTIVITY | TRADE | PAYMENTS & WITHDRAWALS | NEWS, RESEARCH & UT TERMS | DOCUMENTS & MESSAGES | HELP & SECURITY | Messages (43) | Print

Home > Trade > Place order | You are logged in securely | Welcome back, P SWALLOW (AGEA15) | LOG OUT

Place order

Select account: JAMES BREARLEY TEST ACCOUNT 1 General Inv Account (0903755) | Current available cash: £ 1,079.81

By completing the screen below you can deal live at the quote we give or enter a limit or stop loss order by selecting the relevant order type. Selecting "Review your order" once all fields are complete will allow you to check the details of your order before completion.

Enter order

Stock: [FIND STOCK](#)

Buy/Sell:

Market status: OPEN

Order type:

Amount:

Quantity:

Cash amount:

Charges:

Include

Exclude

[Review your order](#)

Latest Price | UK equity prices 15 minutes delayed when UK market is open. Other prices latest available.

Stock

Bid price

Offer price

Current Holding

Enter the Company name, sedol or stock code

Select Buy or Sell

Order type – select At Best

Amount – enter a quantity or select the Cash amount and enter the cash value

Charges – select include or exclude

Select Review your order



Step 3 of 4

The trade details will be presented as follows:

The screenshot displays the 'Review my order' page. At the top, there is a navigation bar with the James Brearley logo and several menu items: VALUATION & ACCOUNT ACTIVITY, TRADE, PAYMENTS & WITHDRAWALS, NEWS, RESEARCH & UT TERMS, DOCUMENTS & MESSAGES, and HELP & SECURITY. There are also links for Messages (43) and Print. Below the navigation bar, a breadcrumb trail reads 'Home > Trade > Place order > Review my order'. On the right, a user status bar indicates 'You are logged in securely | Welcome back, P SWALLOW (AGEA15)' and a 'LOG OUT' button.

Review my order

Your order	
Account name	JAMES BREARLEY TEST ACCOUNT 1
Stock	MARKS & SPENCER GROUP ORD GBP0.25
Product	General Inv Account
SEDOL	3127489
Buy/Sell	Buy
Order type	At Best
Quantity	50

Quote breakdown	
Consideration	£ 59.10
Dealing commission	£ 0.00
Stamp duty	£ 0.30
Total	£ 59.40

Price	Quote valid for
£ 1.1819	14 seconds

[Back](#) [Accept quote](#)

You will be given 15 seconds to accept the quote.

If you are satisfied with the quote, select the Accept quote and confirm.

If you are not satisfied, you may re-quote.



Step 4 of 4

Order detail

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Home > Trade > Place order > Order detail

You are logged in securely | Welcome back, P SWALLOW (AGEA15) | LOG OUT

Order detail

Bargain Reference: 09120HGB217

Status: Dealt

Created: 08/06/2020 09:39

Dealt: 08/06/2020 09:43

Account: 0903755

Settlement: 10/06/2020

Account Name: JAMES BREARLEY TEST ACCOUNT 1

Price dealt: £ 1.183988

Product: General Inv Account

Quantity dealt: 50

Buy/Sell: Buy

Consideration: £ 59.20

Quantity: 50

Commission: £ 0.00

Stock: MARKS & SPENCER GROUP ORD GBP0.25

Stamp: £ 0.30

SEDOL: 3127489

Net Value: £ 59.50

Order type: At Best

LONDON STOCK EXCHANGE

Active Orders

Place another order

You can review all of your current orders on the Active Orders screen. Order limits /stop losses can be held for a maximum of 30 working days after which time they will expire. They can be cancelled until expiry from your Active Orders page.

Confirmation that the order has been placed



In the event you are unable to attain a quote At Best due to the stock not trading, out of market size or market volatility, a Forward Order may be placed. A Forward Order will be manually dealt with by a James Brearley dealer with adherence to our Best Execution Policy. To place a Forward Order please follow the step by step guide.

Step 1 of 4

The screenshot shows the 'Place order' page on the James Brearley website. The page is for a user logged in as 'P SWALLOW (AGEAR)'. The account selected is 'JAMES BREARLEY TEST ACCOUNT 1 General Inv Account (8903755)'. The current available cash is £129.66. The form is titled 'Enter order' and contains the following fields:

- Stock: MKS.L (with a 'FIND STOCK' button)
- Buy/Sell: Buy
- Market status: OPEN
- Order type: Forward Order
- Amount: Quantity 30 (with a 'Cash amount' option set to £.00)
- Charges: Include (selected) / Exclude

On the right side, there is a 'Latest Price' section for 'MARKS & SPENCER GROUP ORD GBP0 25' with a bid price of 1.176 GBP and an offer price of 1.175 GBP. The current holding is 50. A 'Review your order' button is located at the bottom of the form.

Enter the Company name, sedol or stock code

Select Buy or Sell

Order type – select Forward Order

Amount – enter a quantity or select the Cash amount and enter the cash value

Charges – select include or exclude

Select Review your order



Step 2 of 4

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Messages (43) Print

Home > Trade > Place order > Review your order

You are logged in securely | Welcome back, P SWALLOW (AGEA15) LOG OUT

Review your order

Your order		Indicative price	
Account name	JAMES BREARLEY TEST ACCOUNT 1	Price	£ 1.179
Stock	MARKS & SPENCER GROUP ORD GBP0.25	Consideration	£ 35.37
Product	General Inv Account	Dealing commission	£ 0.00
SEDOL	3127489	Stamp duty	£ 0.18
Buy/Sell	Buy	Total	£ 35.55
Order type	At Best		
Quantity	30		

Back Submit order

Review the order and select the Submit order to confirm



Step 3 of 4



VALUATION & ACCOUNT ACTIVITY ▾ TRADE ▾ PAYMENTS & WITHDRAWALS ▾ NEWS, RESEARCH & UT TERMS ▾ DOCUMENTS & MESSAGES ▾ HELP & SECURITY ▾  Messages (43)  Print

Home > Trade > Place order > Order detail

 You are logged in securely | Welcome back, P SWALLOW (AGEA15)

[LOG OUT](#)

Order detail

Bargain Reference: 09120HGB226		Status: Pending
Created:	08/06/2020 09:53	Active Orders
Account:	0903755	Place another order
Account Name:	JAMES BREARLEY TEST ACCOUNT 1	
Product:	General Inv Account	
Buy/Sell:	Buy	
Quantity:	30	
Stock:	MARKS & SPENCER GROUP ORD GBP0.25	
SEDOL:	3127489	
Order type:	At Best	

You can review all of your current orders on the Active Orders screen. Order limits /stop losses can be held for a maximum of 30 working days after which time they will expire. They can be cancelled until expiry from your Active Orders page.

Details of the pending trade



Step 4 of 4

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Home > Trade > Active orders

You are logged in securely | Welcome back, P SWALLOW (AGEA15)

LOG OUT

Active orders

Select account: JAMES BREARLEY TEST ACCOUNT 1 General Inv Account (0903755) ▼

Current available cash: £ 94.08

Reference	Date/Time	Type	Stock name	Order type	Quantity	Price	Net Value (£)	Status
09120HGB222	08/06/2020 09:49	Buy	M&S GROUP	At Best	30	0.00 GBP	35.58	Pending

The trade will show as pending until executed



To place a Limit Order please follow the step by step guide:

Step 1 of 5

Complete the fields as shown

Place order

Select account: JAMES BREARLEY TEST ACCOUNT 1 General Inv Account (0903755) ▼

By completing the screen below you can deal live at the quote we give or enter a limit or stop loss order by selecting the relevant order type. Selecting 'Review your order'

Enter order

Stock: [FIND STOCK](#)

Buy/Sell: ▼

Market status: OPEN

Order type: ▼

Amount:

Quantity:

Cash amount:

Charges:

Include

Exclude

Limit price: £

Order valid until:

[Review your order](#)

Enter the Company name, sedol or stock code

Select Buy or Sell



Order type – select Limit Order

Amount – enter a quantity or select the Cash amount and enter the cash value

Charges – select include or exclude

Limit price

Order valid until – select a date the order is good for

Select Review your order

Limits System

The Limits facility provides you with the ability to place:

General Limits: You may place purchase and sale instructions at a stated limit price in those securities currently supported by our real time price feed. A purchase limit order will only trigger if the offer price of the relevant security is the same or below that of the limit. In the case of a sale limit, the order will only trigger if the bid price of the relevant security is the same or exceeds that of the limit.

Stop Loss Limits: In contrast to General Limits, this facility provides you with the ability to place a sale limit on an existing holding, which will only trigger if the bid price of the relevant security falls below the stated limit. In certain circumstances a share price may open dramatically below a stop loss limit, or falls that quickly that it is not possible to execute a trade at a price near to a stop loss limit. To avoid the disappointment that may arise from these scenarios, where a sale could be triggered at a price which is not deemed acceptable, we have introduced the ability for you to provide a second price, being the lowest level that you are prepared to sell at. Examples:

Upper limit price per share	Lower limit price per share	Stop Loss limit outcomes
150p	0p	Would sell at any price below 150p
150p	120p	Would sell at any price below 150p down to 120p but not below 120p



Any limit order should be entered with an expiry date.

The facility operates from 0810 to 1629 each business day.

Unless specifically requested by you to do so, we will not publish a Limit instruction to the wider market.

If you decide to place a limit order via this facility you do so accepting that:-

1. You place it at your own risk.
2. You should review your limit orders on a regular basis.
3. We will use reasonable endeavours to execute your limit order however we do not guarantee to execute your limit order even if the price reaches your limit target. This could be as a result of the loss of our supporting real time price feed for whatever reason; market conditions at the time such as a "fast market" where prices are purely indicative; other clients have placed a similar limit order before your own so we may execute their trade before yours; other factors that are outside of our control.

Whilst we will endeavour to process instructions to buy or sell at a limit for the same shares in the order that they are received by us this may not always be possible, for example, due to prevailing market conditions, the size and nature of each instruction to buy or sell at a Limit.

At all times it remains your responsibility to review your limit orders and compare this to the cash and stock positions on your account to ensure they remain valid. It will not be possible to execute limit orders if you do not have sufficient cash on your account to meet a purchase instruction, or stock to satisfy a sale. At times where a Limit order is forwarded to the Helpdesk for execution, we accept no responsibility for checking that sufficient funds are in place to meet the total cost of the trade.

Our Limit Minder system continually monitors share prices and will attempt to execute your limit order at the point the prevailing market price satisfies the price conditions set for your limit order. Once the system identifies that a stock is trading at an appropriate price, a price request is made and if the quote satisfies your limit order the system will attempt to execute your order. However, if your limit order is in excess of the quantity of shares available to trade at the limit price, the order will be unsuccessful. Should this happen you will be issued an email notification. In such instances you may wish to consider forwarding the order with a limit to the dealing desk who will attempt to trade your order manually.

It is your responsibility to monitor corporate actions which may well affect the security price on which you may have placed a Limit instruction and/or the number of shares you hold. You are responsible for monitoring your Limit orders to ensure they remain



appropriate. It therefore follows that by setting a limit instruction for a relatively short period of time i.e. no longer than a 5 day period, this reduces the scope for something going amiss.

Step 2 of 5

A Limit Order disclaimer will be presented

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In all circumstances, irrespective of the cause, we do not accept liability for any unsuccessful trades.

Statement

I accept the above terms and conditions relating to the use of the Limits facility.

I do not accept

I accept

You will be asked to accept the disclaimer



Step 3 of 5

Review the order

Review your order

Your order	
Account name	JAMES BREARLEY TEST ACCOUNT 1
Stock	MARKS & SPENCER GROUP ORD GBP0.25
Product	General Inv Account
SEDOL	3127489
Buy/Sell	Buy
Order type	Limit
Quantity	10
Limit price	£ 1.25
Order valid until	08/06/2020

Check the information and once satisfied select Submit order.



Step 4 of 5

Order detail

Bargain Reference: 09120HGB249

Created:	08/06/2020 10:22
Account:	0903755
Account Name:	JAMES BREARLEY TEST ACCOUNT 1
Product:	General Inv Account
Buy/Sell:	Buy
Quantity:	10
Stock:	MARKS & SPENCER GROUP ORD GBP0.25
SEDOL:	3127489
Order type:	Limit
Limit Price:	£ 1.25
Expires:	08/06/2020



Step 5 of 5

Review your Active Orders

Active orders

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Home > Trade > Active orders

PLACE ORDER
PLACE SWITCH ORDER Active orders
ACTIVE ORDERS

Select account: JAMES BREARLEY TEST ACCOUNT 1 General Inv Account (0903755)

Current available cash: £ 177.20

Reference	Date/Time	Type	Stock name	Order type	Quantity	Price	Net Value (£)	Status
09120HGB249	08/06/2020 10:22	Buy	M&S GROUP	Limit	10	1.1999 GBP	12.06	Dealt

Your active order will be shown until executed or expired



To place a Stop Loss Limit Order please follow the step by step guide:

Step 1 of 5

Complete the fields as shown

Place order

Select account: JAMES BREARLEY TEST ACCOUNT 1 General Inv Account (0903755) ▼

By completing the screen below you can deal live at the quote we give or enter a limit or stop loss order by selecting the relevant order type. Selecting 'Review your order'

Enter order

Stock: [FIND STOCK](#)

Buy/Sell: ▼

Market status: OPEN

Order type: ▼

Amount:

Quantity:

Sell all

Cash amount:

Charges:

Include

Exclude

Upper limit price: £

Lower limit price: £

Order valid until:

[Review your order](#)



Enter the Company name, sedol or stock code

Select Buy or Sell

Order type – select Limit Order

Amount – enter a quantity or select the Cash amount and enter the cash value

Charges – select include or exclude

Upper Limit price

Lower Limit price

Order valid until – select a date the order is good for

Select Review your order



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Examples:

Upper limit price per share	Lower limit price per share	Stop Loss limit outcomes
150p	0p	Would sell at any price below 150p
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Any limit order should be entered with an expiry date.

The facility operates from 0810 to 1629 each business day.

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If you decide to place a limit order via this facility you do so accepting that:-

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Step 2 of 5

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Statement

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I do not accept

I accept



You will be asked to accept the disclaimer

Step 3 of 5

Home > Trade > Place order > Review your order

You are logged in securely | Welcome back, P SWALLOW (AGEA15)

[LOG OUT](#)

Review your order

Your order

Account name	JAMES BREARLEY TEST ACCOUNT 1
Stock	MARKS & SPENCER GROUP ORD GBP0.25
Product	General Inv Account
SEDOL	3127489
Buy/Sell	Sell
Order type	Stop Loss
Quantity	10
Trigger price	£ 1.18
Bottom price	£ 1.15
Order valid until	08/06/2020

[Back](#)

Indicative price

Price	£ 1.15
Consideration	£ 11.50
Dealing commission	£ 0.00
Total	£ 11.50

[Submit order](#)

Check the information and once satisfied select Submit order.



Step 4 of 5

Order detail

Order detail

Bargain Reference: 09120HGB294

Created:	08/06/2020 10:50
Account:	0903755
Account Name:	JAMES BREARLEY TEST ACCOUNT 1
Product:	General Inv Account
Buy/Sell:	Sell
Quantity:	10
Stock:	MARKS & SPENCER GROUP ORD GBP0.25
SEDOL:	3127489
Order type:	Stop Loss
Trigger Price:	£ 1.18
Bottom Price:	£ 1.15
Expires:	08/06/2020



Step 5 of 5

Check Active orders to view trade

Active orders

Select account: JAMES BREARLEY TEST ACCOUNT 1 General Inv Account (0903755) ▾

Current available cash: £ 177.70

Reference ▾	Date/Time ▲	Type	Stock name ▾	Order type ▾	Quantity	Price	Net Value (£)	Status ▾
09120HGB294	08/06/2020 10:50	Sell	M&S GROUP	Stop Loss	10	1.15 GBP	11.50	In progress ✕

Your active order will be shown until executed or expired



To place a Switch order please follow the step by step guide:

Step 1 of 3

Switch order entry

Select account:

Current available cash: £ 77.96

By completing the fields below, you can place a 'switch out' sell order and one or more linked 'switch into' buy orders. You will be shown a summary and asked to confirm before the orders are submitted for execution.

Switch orders will be executed electronically during market hours. It is also possible to submit switch orders out of market hours.

Switch out of stock

Switch out percentage

%

Switch into stock

Switch in percentage

%

%

▲ Latest Price		UK equity prices 15 minutes delayed when UK market is open. Other prices latest available.	
Stock	VODAFONE GROUP ORD USD0.2095238		
Bid price			1.4168 GBP
Offer price			1.4174 GBP
Current holding			80
Current value			£ 113.34

Enter the stock details and the percentage you wish to sell

Enter the stock details and the percentages for each stock that you wish to buy. You may place a switch instruction where a sale is coupled up with as many as 6 purchase orders.

Submit request.



Step 2 of 3

Switch order review

Switch-Out Order

Stock	Quantity	Consideration	Charges	Total
VODAFONE GROUP ORD USD0.2095238	80	£ 113.23	£ 0.00	£ 113.23

Switch-Into Orders

Stock	Percentage	Consideration	Charges	Total
DART GROUP ORD GBP0.0125	20.004	£ 22.65	£ 0.00	£ 22.65
MARKS & SPENCER GROUP ORD GBP0.25	79.996	£ 90.13	£ 0.45	£ 90.58

Review

Please review the above orders. If all details are correct, click 'Submit Orders'. If you wish to make any changes, click 'Go Back'.

[Go Back](#)

[Submit Orders](#)

Review the order and if satisfied select the Submit Orders and confirm.



Step 3 of 3

Switch order confirmation

Switch-Out Order

Stock	Quantity	Consideration	Charges	Total
VODAFONE GROUP ORD USD0.2095238	80	£ 113.23	£ 0.00	£ 113.23

Switch-Into Orders

Stock	Percentage	Consideration	Charges	Total
DART GROUP ORD GBP0.0125	20.004	£ 22.65	£ 0.00	£ 22.65
MARKS & SPENCER GROUP ORD GBP0.25	79.996	£ 90.13	£ 0.45	£ 90.58

Confirmation

Your orders have been successfully processed. To place a new switch order, click 'Place Another Order' below. To view all of your current orders on the Active Orders screen, click 'Go To Active Orders'.

[Place Another Order](#)

[Go To Active Orders](#)

Switch order confirmation.



June 2020