

## How to order New Textbooks & Stationery:

1. On the **Book Order Form** enclosed, tick (in the order column) all required text books and stationery.
2. For **Junior School, Years 7 & 8 text book & stationery orders**, if ordering the complete book list simply tick "Complete Booklist".
3. Complete the **Bookshop Dispatch** form. Only 1 form is required per family. This year we are trialling using a courier to deliver text and stationery packs.
4. Please return order and dispatch forms (stapled together) in an envelope, to Student Services (marked "Bookshop") or to the bookshop **as soon as possible but preferably before Monday 6th November 2006** to ensure that your order is filled on time. Orders can be faxed to 33093612 or scanned and emailed to [wwhitney@bbc.qld.edu.au](mailto:wwhitney@bbc.qld.edu.au) . Packing is a major volunteer undertaking and getting your order in quickly makes it easier to complete the packing on time.
5. Orders received after Monday 27<sup>th</sup> November will be held for collection at the bookshop.
6. We recommend that you take a photocopy of your completed order for your records. (see [www.bbc.qld.edu.au/community/pandf](http://www.bbc.qld.edu.au/community/pandf) for a copy of the textbook list)
7. **Payment** can be made by Cash, Cheque, Credit Card or Eftpos on collection of orders or prepaid by credit card. Note; if you wish to have your books delivered the order must be prepaid.
8. **Collection of book orders from the school**, please collect from the Bookshop before the end of the school year, rather than at the beginning of 2007.

### **SPECIAL NOTE:**

- *2<sup>nd</sup> Hand books are collected & sold for Middle & Senior School only. Information regarding 2<sup>nd</sup> Hand book procedures is included separately in this information guide for your reference.*
- *If you intend buying 2<sup>nd</sup> Hand text books as first preference, please do not order them on the NEW Text Book Order. If you miss out on buying a 2<sup>nd</sup> Hand book, the Book Shop is also open on the day of the 2<sup>nd</sup> Hand Sale for you to purchase the corresponding new book.*
- *The above payment requirements also apply to all boarders. The P&F Association does run boarders' accounts, however these are only to be used for incidental book & uniform purchases required during the year. Credit card details are required to open a boarder's account.*