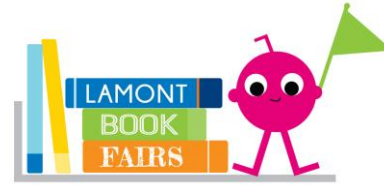


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Online Payment Portal Instructions.

Along with EFTPOS and cash payments we offer the option of payment via our online payment portal. The online payment portal works similar to a voucher. We deliver the book fair as normal, the students browse the book fair and fill out their wish lists. They then take their wish list home and make the payment online (this includes inputting students name, grade and what books they want), the student then returns to school to collect the books from you at the book fair. Online payment instructions are on the back of the wish list which will be in the EFTPOS container when we deliver.

We send you through a summary of the online payments made each morning (See sample below), so that you know who is due to come in and what they are getting, and you can even put the books aside. The online payments will be turned on the day the book fair is delivered, we do not open the online payment portal prior to the book fair being delivered as the students need to view what books are available first (they are not listed on the website). The portal is typically turned off at 12pm the day before we come to collect the trolleys (Friday if collection is Monday). You can request to have this extended, however this may result in orders not being delivered to the collection of the trolleys, but they will be sent to the school after.

If you would like to check out what the portal looks like please follow this link <https://payments.lamontauthors.com.au/> Your school will automatically be set up for online payments, if you do not want this option please let me know and I can arrange for it not to be switched on.

 Tell me more School Name: School Name Date: 16 November 2022					
Payment Number	Customer Name	Student Name	Class	Amount	Description
1234	Parent Name	Student Name	1A	\$17.00	1x Roblox- Top Battle games
1235	Parent Name	Student Name	Prep B	\$35.00	1x The Animal Book: \$20, 1x How to Make a pet monster Hodgepodge: \$15
1236	Parent Name	Student Name	5C	\$25.00	1x The 78 storey treehouse \$13, Imagine and play creatures \$12