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Phone: 8340-2356

Fax: 8346-8629

Email: booklist@lighthousebooks.com.au

Order on-line at www.lighthousebooks.com.au

Booklist information for parents from Lighthouse Books

Booklists - Please order early. Payment can be made later.

1. All Booklist enquiries should be directed to Lighthouse Books at booklist@lighthousebooks.com.au. Please include details of your student name, school and year level in your email enquiry.
2. Online ordering will commence on **Monday 19 November 2018**. All orders received by 21 December 2018 will include a 10% discount on most stationery items. These stationery prices will increase by 10% after 21 December 2018 for all first orders except for new enrolments to the school.

ORDERING ON-LINE

- Go to www.lighthousebooks.com.au
- Click on the **ORDER** tab
- Select your **SCHOOL** and **YEAR LEVEL in 2019**
- **USERNAME** - Student's First Name (not preferred name) and Last Name up to 12 characters all lower case no spaces.
- **PASSWORD** - Student's First Name (not preferred name) and Last Name up to 12 characters all lower case no spaces.
- For security purposes you will be prompted to change this password at the first sign in. Your new password must be at least 6 characters, contain one upper case and one digit.
- Keep a note of your chosen password for future visits to the site.
- Tick that you have read the **Terms and Conditions**. Select continue.
- Select your chosen subjects then Continue.
- Quantities of each item can be changed using the minus and plus keys.
- Some items have been marked compulsory by your school and will automatically load to your shopping basket.
- Click on **CHECKOUT**
- Complete personal details including name, email and delivery address -Click on **APPLY CHANGES**
- Select payment method - Click on **PLACE ORDER - Take note of your ORDER NUMBER**.
- Once your order has been placed you can download a copy of your invoice.
- **For alterations to your order simply email booklist@lighthousebooks.com.au Please include your order number and student name with your instructions.**
- **PLEASE ORDER CAREFULLY AND ACCURATELY AS STATIONERY IS NOT RETURNABLE.**
- **Please note: Prices are an indication only at time of printing and may be subject to change.**

PAYMENT OPTIONS

- **Please make payment prior to 8 January 2019 to ensure delivery prior to commencement of Term 1.**
- Payment can be made by credit card at the time of placing your order or you may re-visit the website and pay at a later date, or by calling our office on 8340-2356. (a 1.5% credit card fee will apply)
- Bpay facilities are also available. Please use the Biller Code and Reference Number as detailed on your invoice. **(Credit Card fee does not apply to Bpay payments)**
- Cheques can be made payable to Lighthouse Books. Please write your order number, name and school on back of the cheque.
- Cash payments can be made at **116 Grange Road Allenby Gardens**. Our office is open on Monday-Friday 9am-5pm. We will be open on **Thursdays in January** 'til 6.00pm.

LATE ORDERS - Orders placed after 21 December 2018 will be treated as a late order and will incur a \$15.00 service fee, which includes the existing Administration Fee to cover the costs of additional ordering, packaging and distribution.