

Booklist Ordering & Instructions

Students in the Junior School are not required to order or supply text books or stationery.

Students in Years 6 to 12 are required to order text books and stationery. The College collaborates with Lighthouse Books & Office Supplies for the ordering and distribution of year level study materials.

While stationery may be purchased from any stationery retailer, textbooks must be purchased from Lighthouse Books to ensure titles and editions are identical. Online ordering is through Lighthouse Books & Office Supplies only. Orders are to be placed online at <http://www.lighthousebooks.com.au/>

All Middle & Senior School students are required to purchase a 'Starter Pack' of general stationery items as well as stationery and textbooks specific to subjects they are studying in 2018. They must have these with them on the first day of school.

PLEASE ORDER EARLY. PAYMENT CAN BE MADE LATER.

1. All booklist enquiries should be directed to Lighthouse Books & Office Supplies by emailing the office at booklist@lighthousebooks.com.au Please include details of student name, school and year level in your email enquiry.
2. **Online ordering will commence on Monday, 20 November 2017.** All orders received before 22 December 2017 will include a 10% discount on most stationery items. These stationery prices will increase by 10% after this date for all first orders except for new enrolments to the school.
3. If you have enrolled at St Columba College after 1 December, please contact Lighthouse Books to obtain a Username and Password.

Online Ordering

Go to <http://www.lighthousebooks.com.au/>

Click on the ORDER tab.

Select your SCHOOL and YEAR LEVEL in 2018.

Type in the student's First Name and Last Name up to 12 characters, all lower case, no spaces.
e.g, Jonathan McDonald would be jonathanmcd.

Type in your Password = Student's First Name and Last Name up to 12 characters, all lower case, no spaces.
(Passwords are reset each year to the original default of firstnamelastname all one word, in lower case, up to 12 characters).

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 and must contain one upper case letter and one number.

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 select continue.

Quantities of each item can be changed using the minus (-) and plus (+) keys.

Some items have been marked *compulsory* by the 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.

**Note: Prices are an indication only at time of printing and may be subject to change.*

Payment Options

Please make orders and payment before 1 January 2018 to ensure delivery prior to commencement of Term One.

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 call the Lighthouse Books office on 1300 304 168 (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 the back of the cheque.

Cash payments can be made at 116 Grange Road, Allenby Gardens. The Lighthouse Books office is open on Monday-Friday, 9am to 5pm, Thursday to 6pm in January. Closed for all public holidays during the festive season.

LATE ORDERS - Orders placed after 22 December 2017 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.

Delivery

Paid orders will be delivered to the nominated address. Stationery is not returnable.

Booklist Information – contact details

Lighthouse Books & Office Supplies - 1300 304 168

Email: sales@lighthousebooks.com.au

Website: <http://www.lighthousebooks.com.au/>

St Columba College Office - 8254 0600

Mr Jon Shriver or Mrs Linda Halls