

Booklist & Ordering Information 2017

Please order early. Payment can be made later.

1. All Booklist enquiries should be directed to Lighthouse Books by emailing the office 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 21st November 2016**. All orders received by 23rd December 2016 will include a 10% discount on most stationery items. These stationery prices will increase by 10% after 23rd December 2016 for all first orders except for new enrolments to the school.

ORDERING ONLINE

Go to www.lighthousebooks.com.au

Click on the **ORDER** tab

Select your **SCHOOL** and **YEAR LEVEL in 2017**

Type in your **User ID/Student ID** = Students First Name and Last Name up to 12 characters all lower case no spaces. e.g, Jonathan McDonald would be *jonathanmcdo* (*Note: THIS IS DIFFERENT FROM LAST YEAR'S LOGIN INSTRUCTIONS)

Type in your **Password** = Students First 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 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 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.

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

PAYMENT OPTIONS

Please make payment before 9th January 2017 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 call our 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 back of the cheque.

Cash payments can be made at **116 Grange Road Allenby Gardens**. Our office is open on Monday-Friday 9am-5pm.

LATE ORDERS - Orders placed after 23rd December 2016 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.