

Online ordering
portal opens to
place orders
from
**9 November
2017**

Order by 11 December for
FREE HOME DELIVERY
(payment required)
OR
ORDER NOW AND PAY LATER
when you collect from school

To Order Select
Textbooks and
Stationery
and
Berwick Primary
School

All orders are to be placed online at
WWW.LAMONTBOOKS.COM.AU

FREE HOME DELIVERY - Payment is required

- **FREE** Home Delivery for orders over \$70 placed **before 11 December 2017**.
- Orders placed **after 11 December 2017** will be charged postage of \$9.50 for orders under \$100 and \$15 for orders over \$100.

SCHOOL COLLECTION— Order Now and Pay Later

- Pre-payment is **OPTIONAL** - you can choose to **PAY ON COLLECTION**
- Order **before 11 December** and receive **FREE processing and handling**
- Order **after 11 December** and a \$5.00 processing and handling fee applies.

SCHOOL COLLECTION DATE:

Monday 22nd January 2018: 1.00pm – 7.00pm

Orders **MUST** be placed by **15th January** for school collection

SORRY—NO OVER THE COUNTER SALES IN JANUARY!

WE CAN ASSIST YOU TO PLACE A HOME DELIVERY OR SCHOOL COLLECTION ORDER IN STORE.

ADDITIONAL ORDERING INFORMATION:

PLACING AN ORDER:

- All orders are to be placed online. Go to www.lamontbooks.com.au, select "Textbooks and Stationery" and choose your school from the list. Booklists **cannot** be handed in to school.
- If you require assistance to place an order, we have computers set up at our store and staff who can assist you with placing an order. Please note that if you attend our store during January you will not receive any items on the spot, orders will be delivered and normal delivery charges apply.

PAYMENT OPTIONS:

- **Online payment methods:** PayPal, credit card (Visa or Mastercard only) or direct deposit (see below for instructions)
- **Payment options on the school collection day:** Cash, EFTPOS, credit card (Visa or Mastercard only). You can choose to defer payment until collection when you checkout.
- **Direct deposit:** You **must** include your order number as the payment reference. If you do not, we may be unable to match your payment to your order. This may result in substantial delays.
- We **do not** accept cheques.

DELIVERY INFORMATION:

- You can place orders for multiple students in one transaction provided the delivery address is the same. This minimises postage charges as only one postage charge will be applied to the entire order.
- Orders are sent via Australia Post to your nominated address. If nobody is available to sign for the parcel a card will be left by Australia Post for the parcel to be collected from the Post Office.
- We commence despatching orders as they are received, and as soon as stock becomes available.
- You will receive an email notifying you when your order has been despatched, containing the tracking number of your order.
- If you are going to be away and there will be no one to receive the delivery, please provide the relevant dates that you will be away in the comments section when placing your order and we will do our best to accommodate these requests.
- Occasionally orders may be delivered by our staff. In this case, a card will also be left for you to contact us if no one is available to sign for the parcel.
- Oversized items cannot be delivered. These items will be distributed to students at school.

PRODUCT SUBSTITUTION: If a stationery item is unavailable it may be substituted with an equivalent item of the same or greater value.

BACKORDERED ITEMS:

- **Home Delivery:** If an item is unavailable it may be placed on backorder. Backordered items will be sent out once available at no additional charge. You will receive another email notifying you that a parcel has been sent.
- **School Collection:** If an item is unavailable on the school collection date it will be placed on backorder and delivered to the student at school once it becomes available.

IF YOU MISS THE SCHOOL COLLECTION DATE:

- If you have missed the collection date, your order will be returned to our office the following business day. After that time, you may then attend our office to pay for and collect your order.
- Alternatively, you may contact us to arrange for your parcel to be delivered. Delivery charges apply.
- Please note uncollected orders are only held at our office temporarily. If we do not hear from you within two weeks of the missed collection date your order may be cancelled.

REFUNDS:

- Items may be returned for a refund or exchange at any time up to 15 February or two weeks from date of purchase (whichever is later). Items must be in new condition and proof of purchase is required.
- Refunds or exchanges will only be made after this time on items that are faulty, or in other cases at the sole and absolute discretion of Lamont Books.
- Electronic books, digital items, DVD's and calculators are firm sale. **NO** refunds or exchanges are available on these items.

MISSING ITEMS: Any claims must be made within **14 days** of receipt of your order. No claims may be made after this time.

OFFICE HOURS:

- During December our office hours are 8.30am - 4.30pm, Monday - Friday. During January our office hours are 8.30am—5.00 pm, Monday—Friday. We also open some Saturdays in January/February. We are closed on public holidays, and over the Christmas period. Please check our website for current office hours and Christmas closure information.
- The remainder of the year our office hours are 8.30am - 4.00pm, Monday - Friday.
- Office Location: 4/167 Princes Hwy, Hallam. Phone: 8787 1700. Email: textbooks@lamontbooks.com.au

BERWICK PRIMARY SCHOOL PREP 2018 BOOKLIST

This is an information list only. All orders are to be placed online at:
www.lamontbooks.com.au

REQUIRED ITEMS (NOT INCLUDED IN STATIONERY PACK)

- \$9.50 Berwick Primary School Diary (To be supplied at school)
- \$6.00 Berwick Primary School Art Portfolio (To be supplied at school) - *Compulsory item for all students*
- \$6.00 Plastic Book Tub (To be supplied at school) - *Compulsory item for all students*
- \$20.00 Bulk Class Supplies Prep - These items will be supplied at school
- \$9.95 Thrass Desk Chart
- \$9.95 Reading Diary & Word Book F-Year 2 (New)
- \$13.75 Take Note Music Level 1 Student Book (New)
- \$14.95 Oxford Handwriting First for Victoria Revised Edition Foundation (New)
- \$6.30 Pencil Case Large wetsuit material
- \$6.00 Colour Dotted Thirds Exercise Book 24mm - (*Kids Therapy Network*)
- \$19.95 Shintaro Multi Media Headphones with In-line Microphone 1 plug

STATIONERY PACK (included items listed below)

- \$93.60 Berwick Primary Prep Stationery Pack - *Save \$10.50 by ordering the complete pack*

INDIVIDUAL STATIONERY ITEMS (IF NOT PURCHASING PACK)

- | | |
|---|---|
| \$4.50 Crayons Triangular 12's BIC | \$3.00 Scissors Sizzle Right Handed 130mm - (<i>Micador</i>) (<i>These can be swapped for left handed scissors if needed once school commences</i>) |
| \$3.90 Pencil Coloured 12's Triangular Junior Bic | \$1.60 Highlighter Pink (Faber-Castell) |
| \$0.70 Pencils Triangular 2B Junior Grip (<i>Faber-Castell</i>) 12 required | \$1.60 Highlighter Yellow (Faber-Castell) |
| \$10.95 Jumbo Connector Pen Colour Marker Wallet 12 | <i>The following items are essential for classroom uniformity and are not to be substituted with another type or brand</i> |
| \$4.95 Oil Pastels 12's - (<i>Micador</i>) | \$2.10 Book Scrap Mega Best Buddies 64pg - 7 required. 6 for general use & 1 for Spanish |
| \$14.30 Faber-Castell Whiteboard & Marker Kit | \$6.95 Binder Folder A4 38mm PVC White Insert |
| \$3.55 Bostik Glue Stick White 35g - 6 Required | \$6.95 Subject Dividers Marbig A4 10 Tab Extra Wide |
| \$1.00 Sharpener Double Metal | |

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* Prices are correct at time of printing but may be subject to change.

BULK ITEMS SUPPLIED AT SCHOOL

These items vary at each year level but may include the following:

Tissues

Loose leaf dotted thirds

Adhesive tape

Cellophane

Crepe paper

Kinder squares

Copy paper, A4 & A3

Coloured cover paper, A4 & A3

Flash cards

Sentence cards

Student ID badges

Paint

Bulky news print

PVA glue

Plastic pockets for learning portfolios

Sunscreen

www.lamontbooks.com.au