

Please complete by Tuesday December 11th to ensure your booklist is completed on time.

*STUDENT'S FIRST NAME _____	*STUDENT'S LAST NAME _____
*STUDENT'S EMAIL ADDRESS _____	
ADDRESS _____	
_____	POST CODE _____ *MOBILE _____

*Required

INSTRUCTIONS

Follow the instructions below to complete your booklist.

ONLINE - Complete your booklist at www.lilydalebooks.com.au

PAPER COPY - Fill in this form and return to school or the store

1. **FILL IN YOUR DETAILS IN THE BOX ABOVE (PRINT CLEARLY)**
2. **HIGHLIGHT REQUIRED ITEMS OR RULE A LINE THROUGH ITEMS NOT REQUIRED (DESCRIPTION & PRICE)**
3. **SELECT YOUR COLLECTION METHOD (TICK ONLY ONE BOX)**

SCHOOL COLLECTION (RECOMMENDED): THURSDAY 24 JANUARY 2019 between 9AM – 12PM
Second hand books are not available for school delivery.

STORE COLLECTION: I will collect my parcel from the store on ____/____/____.
I would prefer second hand books (where available)

HOME DELIVERY: Parcels are posted via Australia Post.
Orders made online before December 10th that exceed \$200 will automatically receive free postage.
Second hand books are not available for home delivery.

4. **COMPLETE, CUT OUT AND KEEP THE BOX BELOW FOR YOUR REFERENCE**

Booklists can also be completed online www.lilydalebooks.com.au for these options.
Books and stationery can also be purchased directly at Lilydale Books during opening hours.
Please be aware that we cannot guarantee stock for late orders.

Please turn over for more information, including detailed Terms and Conditions.

----- COMPLETE, CUT OUT AND KEEP THE BOX BELOW -----

STUDENT'S NAME _____	STUDENT'S LAST NAME _____
<input type="checkbox"/> I WILL COLLECT MY ORDER FROM SCHOOL – THURSDAY 24 JANUARY 2019 between 9AM – 12PM	
OR	
<input type="checkbox"/> I WILL COLLECT MY ORDER FROM LILYDALE BOOKS: ____/____/____.	
PAYMENT METHODS ACCEPTED: CASH, EFTPOS & CREDIT CARD. Cheques will NOT be accepted.	
Unit 1, 25-27 Hightech Place, Lilydale VIC 3140 ABN 30 160 957 004 www.lilydalebooks.com.au P: 03 9739 6186	

OPENING HOURS

During December, January and February only:

Monday to Friday 9:00AM – 5:30PM

Saturday 9:00AM – 12:00PM

For up to date opening hours and public holidays please check our website www.lilydalebooks.com.au/contactus

During March to November:

Monday to Friday 9:00AM – 5:00PM

SECOND HAND BOOKS

Second hand books can be bought and sold through our store. Second hand books are accepted between:

MONDAY 12TH NOVEMBER 2018 till MONDAY 7TH JANUARY 2019

Second hand books are taken on consignment. Customers will receive 1/3 of RRP. Customers can collect money for their second hand books from Monday 11TH February 2019.

PAYMENTS ACCEPTED

In Store & School Collection Day – We accept Cash, EFTPOS/Credit Card (VISA & Mastercard). Cheques and AMEX are **NOT** accepted.

Online – We accept Credit Card (VISA & Mastercard) and Paypal.

REFUNDS

Refunds are provided for textbooks in new condition within 21 days of purchase. A receipt must be presented with any returns.

Stationery, second hand books, calculators, eBooks and custom books are **NOT** returnable.

We will gladly exchange or refund any faulty goods. For our full refund policy, please refer to our website.

COLLECTION METHODS

Below lists the various collection methods available and if there is an applicable fee. If you submit a paper copy please mark your order clearly, if we are unable to read your requirements this may result in receiving the incorrect items.

SCHOOL COLLECTION (Recommended – \$5.95)

- Return booklist to school, the store or complete online by December 11th.
- Books are delivered on the date listed on the front of this list. Booklists that are not collected on this date will remain at Edinburgh College.

STORE COLLECTION (Paper Copy – No fee)

- Return booklist to school or the store (see below for online ordering instructions)
- Indicate a pick up date
- During busy periods we may require 10 business days to complete your list. Although they are usually completed before this time

STORE COLLECTION (Online Only – \$4.95)

- Complete online and select a pick up date (most orders are ready within 2 business days)
- You will receive an SMS and email when your order is ready. Please await this notification, orders will not be packed on the spot
- Stand in Priority Queue

INSTORE (No fee)

- You can shop in store on any day during our opening hours
- Booklists are available to download and print from our website under 'Booklists'
- During busy periods the wait may be extensive and we cannot guarantee stock

HOME DELIVERY (Free when completed online before December 10th for orders over \$200)

- Thereafter orders incur a fee of \$8.95 to \$14.95 dependent on the parcel size
- All attempts are made to send out orders as soon as we receive them. Most orders are sent within 15 business days
- You will receive an email and a SMS once your order has been sent with tracking details.
- We cannot guarantee delivery before school resumes for orders placed after January 7TH 2019

MISSING ITEMS

If you believe you are missing items (that have not been put on backorder) please contact Lilydale Books within 7 days of receiving your order. Please email all claims to info@lilydalebooks.com.au. No claims will be recognised after this period.

PRODUCT SUBSTITUTION

If an item is unavailable at time of packing, the product may be substituted with a similar product of the same or greater value. This will only apply to stationery items.

BACK ORDERED ITEMS

If there is an item that is not available it will be placed on backorder. The item will be delivered when it becomes available either to your address (if prior to school resuming) or to your student at school. Larger items will also be sent directly to school. This applies to Home Delivery and School Collection only.

TERMS & CONDITIONS

Remember to keep your receipts. Prices are subject to change without notice. Please refer to our website for full terms and conditions.

<u>VCAL - YEAR 11 UNITS 1&2 AND 3&4 STATIONERY REQUIREMENTS</u>	Minimum Quantity	Order Quantity	Unit Price	Total Price
A4 LEVER ARCH FILE/FOLDER	1		\$5.35	
GLUE STICK 40 GRAM	1		\$1.75	
A4 PLASTIC POCKETS 10	1		\$0.85	
SCISSORS LARGE 165MM QSV	1		\$2.50	
96 PAGE A4 BINDER BOOK	6		\$0.95	
100 REFILLS LINED PAPER 7MM	1		\$2.80	
3 PACK BALLPOINT PENS (RED, BLACK & BLUE)	2		\$0.90	
PENCIL CASE LARGE TWO ZIP	1		\$4.25	
FX100 SCIENTIFIC CALCULATOR	1		\$47.95	

YEAR 11 VCAL

TOTAL PRICE

NUMERACY

NELSON VCE FOUNDATION MATHEMATICS UNITS 1&2...1ST EDITION

\$75.95

WORK RELATED SKILLS

WRS Workbook Intermediate - Purchase from School \$20

PERSONAL DEVELOPMENT SKILLS

Personal Development Workbook Intermediate - Purchase from School \$15

YEAR 12 VCAL

NUMERACY

NELSON VCE FOUNDATION MATHEMATICS UNITS 1&2...1ST EDITION

\$75.95

WORK RELATED SKILLS

WRS Workbook Senior - Purchase from School \$20

LITERACY

No text required

PERSONAL DEVELOPMENT SKILLS

No text required

PACKAGING & DELIVERY (IF APPLICABLE) \$_____

TOTAL \$_____

*Complete this section if you are paying with Credit Card for School Collection or Home Delivery. You will be charged up to 10 days prior. Please ensure funds are available. **DO NOT complete this section if you are collecting from the store, your payment will NOT be processed.**

Please charge my credit card (circle one): **MASTERCARD / VISA**

CARD NUMBER _____ **EXPIRY DATE** ____/____ **CCV** _____

AMOUNT \$ _____ **CARD HOLDER'S NAME** _____ **SIGNATURE** _____

ADDRESS _____ **P/CODE** _____ **MOBILE** _____

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