

*Please complete by Tuesday 10<sup>th</sup> December 2019 to ensure your booklist is completed on time.*

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

\*Required information

## OPTIONS TO SUBMIT YOUR BOOKLIST

**OPTION 1: ONLINE** - Complete your booklist at [www.lilydalebooks.com.au](http://www.lilydalebooks.com.au) for  
**School Collection, Store Collection or Home Delivery.**

or

**OPTION 2: PAPER COPY** - Fill in this form and return to school or the store for  
**School Collection or Store Collection. Home Delivery is only available online.**

1. Fill in your details in the box above.
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 23<sup>RD</sup> JANUARY between 11AM – 2PM**  
Second hand books are not available for this option.

☐ **Store Collection:** I will collect my parcel from the store on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Please allow a minimum of 5 business days. I would like second hand books where available ☐

**Home Delivery:** This option is only available for orders completed online.

Online orders made before December 14<sup>th</sup> 2019 that exceed \$200 will receive free postage. Free postage applies per student order. Second hand books are not available for this option.

4. Complete, cut out and keep the box below for your reference.

Books and stationery can also be purchased directly at Lilydale Books (without pre-ordering) 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 <b>SCHOOL – THURSDAY 23<sup>RD</sup> JANUARY between 11AM – 2PM</b> <b>OR</b>	
<input type="checkbox"/> I WILL COLLECT MY ORDER FROM <b>LILYDALE BOOKS:</b> ____/____/____.	
PAYMENT METHODS ACCEPTED: CASH & EFTPOS/Credit Card. Cheques will <b>NOT</b> be accepted.	
<b>Unit 1, 25-27 Hightech Place, Lilydale VIC 3140   ABN 30 160 957 004   <a href="http://www.lilydalebooks.com.au">www.lilydalebooks.com.au</a>   P: 03 9739 6186</b>	

## **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](http://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 18<sup>TH</sup> NOVEMBER 2019 until MONDAY 6<sup>TH</sup> JANUARY 2020**

Second hand books are taken on consignment. Customers will receive 1/3 of RRP. Customers can collect money from the store for their second hand books Monday 10<sup>TH</sup> February 2020. For more information: to [www.lilydalebooks.com.au/Second-Hand-Books](http://www.lilydalebooks.com.au/Second-Hand-Books)

## **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 [www.lilydalebooks.com.au/Refunds](http://www.lilydalebooks.com.au/Refunds)

## **FEES**

There may be products listed on your booklist that are classified as Fees. They will be listed under the relevant subject heading. They are compulsory products that Lilydale Books has been requested to collect on behalf of your school. The product will be made available to the student directly by the school at the start of the Term 1.

## **COLLECTION METHODS**

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. To submit your order online go to [www.lilydalebooks.com.au/booklist](http://www.lilydalebooks.com.au/booklist) and select your school. This will ensure you receive the correct items.

### **SCHOOL COLLECTION (Recommended) \$5.95**

- Return booklist to school, the store or complete online by December 10<sup>th</sup>
- Books are delivered on the date listed on the front of this list. Booklists that are not collected on this date will be returned to the store

### **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 (Ordered Online) \$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 the Priority Queue to collect your order

### **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**

- Orders placed online before December 14<sup>th</sup> 2019 that exceed \$200 are eligible for FREE postage. Free postage applies per student order
- Thereafter orders incur a fee of \$9.95 to \$14.95 dependent on the parcel size.
- Parcels are posted via Australia Post.
- You will receive an email and a SMS once your order has been sent with tracking details
- All attempts are made to send out orders as soon as we receive them. Most orders are sent within 15 business days
- We cannot guarantee delivery before school resumes for orders placed after January 6<sup>TH</sup> 2020

## **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](mailto: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 at [www.lilydalebooks.com.au/Terms](http://www.lilydalebooks.com.au/Terms) for full terms and conditions.

**TOTAL PRICE**

**TEXTBOOKS**

AUSTRALIAN SCHOOL OXFORD DICTIONARY 6E \$20.95

**ISLAMIC STUDIES, QURAN & ARABIC TEXTBOOKS**

I LOVE ISLAM 4 TEXTBOOK \$49.95  
JUZ'AMMAH: QURANIC STUDIES (Retain from previous year) \$13.95  
JUZ AMMAH WORKBOOK FOR STUDENTS VOL. 2 (Retain from previous year) \$12.00  
IQRA - FAST METHOD TO READ AL-QURAN (Retain from previous year) \$15.00  
UHIBU AL-ARABIYAH WA ATA'ALAMUHA LEVEL 4 TEXTBOOK \$24.00  
UHIBU AL-ARABIYAH WA ATA'ALAMUHA LEVEL 4 WORKBOOK \$24.00

**COMPULSORY FEES**

The following is a compulsory fee for students undertaking Mathematics. This resource will be provided by Minaret College at the start of the school year.

MINARET COLLEGE PRIMARY MATHLETICS SUBSCRIPTION FEE YEAR 4 2020 (Fee Only) \$26.50

**STATIONERY**

2 PENCIL CASE STURDY ZIP 340 X 170 MM LARGE NAME \$6.30  
8 ERASER (LARGE) \$4.80  
20 HB PENCIL \$13.00  
4 GLUE STICK 40 GRAM \$7.00  
2 RULER WOODEN 30CM \$1.70  
2 SHARPENER DOUBLE HOLE WITH CONTAINER \$2.70  
1 FINELINER ARTLINE BLACK 0.4MM \$2.85  
2 12 MICADOR COLOUR PENCILS \$5.70  
1 MICADOR LARGE OIL PASTELS 12'S \$3.25  
1 MICADOR WATERCOLOUR PALETTE STYLIST DISC 12 \$5.75  
1 TEXTA NYLORITE COLOURING PENS 12 \$2.75  
1 HIGHLIGHTER PACK OF 4 ASSORTED COLOURS \$2.75  
4 DOCUMENT WALLET CLEAR PVC WITH CLIP \$4.00  
4 48 PAGE A4 EXERCISE BOOK 18MM RULED \$4.00  
2 64 PAGE MEGASAUROUS SCRAPBOOK \$3.90  
5 64 PAGE BUGS PROJECT BOOK 24MM 240 X 335MM \$9.75  
5 96 PAGE A4 EXERCISE BOOK 10MM GRAPH/GRID BOOK \$6.00  
11 96 PAGE A4 EXERCISE BOOK 14MM DOTTED THIRDS \$13.75  
1 USB 16GB FLASH DRIVE (Retain from previous years) \$8.75  
1 LIBRARY BOOK BAG NAVY BLUE \$6.25  
2 SCISSORS SMALL 130MM MICADOR \$3.70  
- OR -  
2 SCISSORS LEFT HANDED SMALL 130MM MICADOR \$3.70

**PACKAGING & DELIVERY (IF APPLICABLE) \$ \_\_\_\_\_**

**TOTAL \$ \_\_\_\_\_**

**DO NOT complete this section if you are collecting from the Store or Home Delivery your payment will NOT be processed.**  
Complete this section if you want to prepay by Credit Card for **School Collection only**. You will be charged up to 10 days prior.  
Please ensure funds are available. Payment can also be made on the day via EFTPOS/Credit Card or Cash.

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

**CARD NUMBER** \_\_\_\_\_ **EXPIRY DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_ **CCV** \_\_\_\_

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

**ADDRESS** \_\_\_\_\_ **P/CODE** \_\_\_\_\_ **MOBILE** \_\_\_\_\_

Unit 1, 25-27 Hightech Place, Lilydale VIC 3140 | ABN 30 160 957 004 | www.lilydalebooks.com.au | P: 03 9739 6186