

*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): TUESDAY 21<sup>ST</sup> JANUARY 2020 between 10AM – 12PM**  
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 7<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 – TUESDAY 21<sup>ST</sup> JANUARY 2020 between 10AM – 12PM</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 NOT 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)

## **EBOOKS – EDUCATIONAL EBOOKS**

These instructions are for students who have purchased eBook only products, not combined Textbook + eBook.

1. Go to [www.educationalebooks.com.au](http://www.educationalebooks.com.au)

2. **I ALREADY HAVE AN ACCOUNT:**

- If you have an existing account, log in. If your school has created an account on your behalf, log in using those details.
- Enter your Purchase Confirmation ID once you have logged in (this is found on your receipt).
- If you provided your school email address when you purchased your eBook, it will automatically appear in your account.

**CREATE AN ACCOUNT (I'M NEW TO EDUCATIONAL EBOOKS):**

- Enter your student email address and Purchase Confirmation ID (this is found on your receipt).
- If you provided your school email when you purchased your eBook, the instructions will also be emailed to you.

3. There will be instructions on how to access your eBooks. If you have lost your receipt with your Purchase Confirmation ID we can SMS this to you upon request. For more information visit <http://lilydalebooks.com.au/ebooks>

## **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, refer to our website [www.lilydalebooks.com.au/Refunds](http://www.lilydalebooks.com.au/Refunds)

## **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 7<sup>th</sup> 2019 that exceed \$200 are eligible for FREE postage. Free postage applies per student order
- Thereafter orders incur postage 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.

<b>VCAL - YEAR 11 UNITS 1&amp;2 AND 3&amp;4 STATIONERY REQUIREMENTS</b>	<b>Minimum Quantity</b>	<b>Order Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
A4 LEVER ARCH FILE/FOLDER	1		\$4.95	
GLUE STICK 40 GRAM	1		\$1.65	
A4 PLASTIC POCKETS 10	1		\$0.85	
SCISSORS LARGE 165MM QSV	1		\$2.30	
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		\$49.95	

### YEAR 11 VCAL

#### **MATHEMATICS: GENERAL MATHEMATICS VCE UNITS 1&2**

Students only partake in one Maths subjects: General Maths or Foundation Maths. Do not purchase items for both.

1 CASIO CLASSPAD CP400 COLOUR CALCULATOR

\$245.95

Students have the option to choose between the Textbook (which includes the eBook) or the eBook only:

CAMBRIDGE SENIOR MATHS AC/VCE: GENERAL MATHEMATICS UNITS 1&2 (Textbook + eBook)

\$87.95

OR

CAMBRIDGE SENIOR MATHS AC/VCE: GENERAL MATHEMATICS UNITS 1&2 EBOOK (eBook only)

\$69.95

#### **FOUNDATION MATHS**

Students only partake in one Maths subject: General Maths or Foundation Maths. Do not purchase items for both.

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

\$75.95

#### **FOUNDATION ENGLISH**

No text required

#### **PERSONAL DEVELOPMENT SKILLS**

Personal Development Workbook Intermediate - Purchase from School \$15

#### **WORK RELATED SKILLS**

WRS Workbook Intermediate - Purchase from School \$20

### YEAR 12 VCAL

#### **SENIOR LITERACY**

No text required

#### **MATHEMATICS: FURTHER MATHEMATICS VCE UNITS 3&4**

Students only partake in one Maths subjects: Further Maths or Senior Numeracy. Do not purchase items for both.

1 CASIO CLASSPAD CP400 COLOUR CALCULATOR (Retain from Year 11)

\$245.95

NEAP SMARTSTUDY EXAM: FURTHER MATHEMATICS VCE UNITS 3&4

\$28.95

CAMBRIDGE CHECKPOINTS VCE FURTHER MATHEMATICS UNITS 3&4 2020 + QUIZ ME MORE (**NEW EDITION FOR 2020**)

\$34.95

Students have the option to choose between the Textbook (which includes the eBook) or the eBook only:

CAMBRIDGE SENIOR MATHS AC/VCE: FURTHER MATHEMATICS UNITS 3&4 REVISED EDITION (Textbook + eBook)

\$87.95

OR

CAMBRIDGE SENIOR MATHS AC/VCE: FURTHER MATHEMATICS UNITS 3&4 EBOOK (eBook only)

\$69.95

#### **SENIOR NUMERACY**

Students only partake in one Maths subjects: Further Maths or Senior Numeracy. Do not purchase items for both.

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

\$75.95

#### **PERSONAL DEVELOPMENT SKILLS**

No text required

#### **WORK RELATED SKILLS**

WRS Workbook Senior - Purchase from School \$20

**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 \_\_\_\_\_