



116 Grange Road, Allenby Gardens SA 5009

Phone: 8340-2356

Fax: 8346-8629

Email: [booklist@lighthousebooks.com.au](mailto:booklist@lighthousebooks.com.au)

Order on-line at [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au)

## Booklist information for parents from Lighthouse Books

### Book Lists - Please order early and then payment is required prior to delivery.

1. All Booklist enquiries should be directed to Lighthouse Books at [sales@lighthousebooks.com.au](mailto:sales@lighthousebooks.com.au). Hard copy Booklists can be downloaded from the Lighthouse Books website or are available upon request: 8340 2356.
2. On-line ordering will commence on the 13/11/2018. All orders received by 22/12/2018 will include a 10% discount off of most stationery items. These stationery prices will increase by 10% after 23/12/2018 for all first orders except for new enrolments to the College.

### Ordering On-line

- Go to [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au)
- Click on "ORDER HERE"
- Type in your User ID/Student ID and Password (the User ID/Student ID and Password at first sign on is the student's First Name Last Name to 12 characters all lower case no spaces).

Eg.	Elizabeth Campbell	or	Linh Phoung Nguyen
Student ID	elizabethcam		linhphoungng
Password	elizabethcam		linhphoungng
- Please select your school and your year level for 2019.
- Please nominate a contact email address and complete the required personal information including your nominated delivery address.
- Items marked Compulsory by your school will load automatically to your shopping basket.
- We acknowledge that students may already have some stationery items listed and so not all items are marked compulsory.
- All items listed must be brought to school on Day 1.
- Once you have completed your selection requirements and your payment option simply hit the Place an Order Button. Upon placement of your order an "order complete" message will be displayed.
- Upon placement of your order you may download a hard copy of your invoice (for your records).
- Please help us supply your exact needs by ordering carefully and accurately. Using your Student ID and Password you can view your order details and status via the web-site at anytime.
- For alterations to your order simply email [sales@lighthousebooks.com.au](mailto:sales@lighthousebooks.com.au) with your instructions. You can view these changes via your orders and online invoices at anytime.
- Stationery is not returnable.
- Orders lodged and paid for from early November 2018 will be delivered to your nominated address during December and early January 2019.

### Payment Details: Payment Online (at time of placement of your order)

Online payments will receive a receipt to your email address from Eway.

### Other Payment Options

Payment of your account MUST BE MADE by no later than **8/1/19** to ensure that all items are delivered to the nominated delivery address in a timely manner.

1. Payments can be made by credit card at the time of ordering on-line, or by telephone (a 1.0% service fee will apply), or by cash or cheque.
2. BPay facilities are also available. Please use the Biller Code and your Reference No. as detailed on your invoice. Credit card will not apply.
3. If paying by cheque, please make cheques payable to Lighthouse Books and include your Order No. and student's name and school.
4. Cash payments can be made at 116 Grange Road Allenby Gardens SA 5009, Monday to Friday 9am-5pm. In January 2019 our office will be open on Thursday night until 6pm.

### Late Orders - Please note changes to the applicable dates. Please order early and then payment is required prior to delivery.

1. Orders **not** received at Lighthouse Books by the 22/12/2018 will be treated as late orders. This does not include new enrolments.
2. Late orders (after 23/12/2018) will be charged a \$15.00 Service Fee, which includes the existing Admin Fee, to cover the costs of additional ordering, packaging and distribution.