

# ORDERING BOOKS INSTRUCTIONS

**Deadline to order: Wednesday, May 31, 2017**

~ Complete the order in INK using block lettering ~

Select the books you want by marking a ( ✓ ) inside the box next to the title of the selection. Double check to make sure you ordered everything you need as *NO RETURNS OR CANCELLATIONS WILL BE ALLOWED*. Fill out the following:

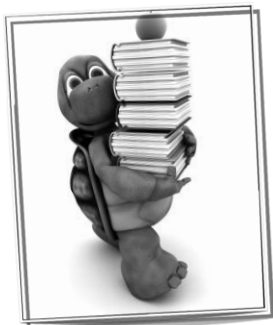
- **Student:** Write the first and both last names of the student
- **Total:** Add the prices of the selected books. Payment in full is required.
- **Parent or guardian:** Write your first and both last names
- **Phone#:** Write your phone numbers (office and cellular)
- **Signature:** You must sign the book order. Once it is signed, you are committed to picking them up on the assigned date.

**Pick-up date: Friday, August 4, 2017**

**Schedule: 8:00am to 12:00m and 12:30pm to 3:00pm**

## IMPORTANT NOTES

- At pick-up, the purchase receipt and the payment voucher are required.
- Any book marked with ( • ) to the left of its title is a **new acquisition**.
- Any book marked with ( x ) to the left of its title is a **used book** with a significant discount price. The supplier gives "customer satisfaction guarantee" that each used textbook you buy is in excellent quality condition.
- The 13 digit number located to the left of the publisher is the **ISBN-13** "International Standard Book Number". This unique identifier is printed on the back of the book below the bar code.
- When two different **editions** appear on the book list (example: 14-10), it means both editions are compatible and will be accepted.



**Enjoy the advantages of ordering your books @ school:**

- ✓ Lower prices
- ✓ Book availability is guaranteed
- ✓ The E-book access code will be distributed by the class teacher
- ✓ Fast delivery since your book order will be previously packed
- ✓ Any back-ordered book will be handed to the student in the classroom