How to order:
Clearly print students full name, address and contact numbers in space provided. Tick items required (please note we do not offer any exchange or refund on stationary, digital print, study guides or calculators unless faulty so please choose carefully)

Online ordering:
Online ordering for school collection will be available from Monday 10th of November 2014 until Sunday 14th December 2014. Orders placed from Monday 15th of December 2014 until Sunday 11th of January 2015 will only be posted out to a home address and not included in the school collection. Orders will only be posted out once order is fully complete, please allow for delays. PLEASE BE PREPARED FOR A LENGTHY WAIT DUE TO HIGH DEMAND.

Payment options:
Payments may be made by Cash, Visa, MasterCard or Money Order. We DO NOT accept Cheques, Diners or Amex cards. (Credit Card Payments will be processed at time of processing your order)

Items not available:
Items not available on selling date will be included in the total charge – they will be supplied to you at school as they become available.

Refunds & Exchanges:
Full refunds / exchanges are not available on covered or marked books. Refunds will only be available until Monday 9th of February 2015.

Booklist Collection:
The preferred method is to hand your booklist into school by the due date, have your order pre-packed and ready to be picked up on book collection day (Wednesday 21st of January 2015). Alternatively, you may come directly into the shop (5 Miller Street, Epping 3076) to purchase items. PLEASE BE PREPARED FOR A LENGTHY WAIT DUE TO HIGH DEMAND.

Parcel Collection:
Uncollected pre-pack booklist will be held for 7 Days after book collection date (Wednesday 21st of January 2015) then the order will be cancelled and items returned to stock

Payment and Collection Options (Credit Card Payments will be processed at time of processing your order).
☐ Pay on Collection  ☐ Prepay  ☐ Home Delivery  Tick ☐ ONE BOX ONLY

Card # ____________________________
☐ MasterCard  ☐ Visa  Expiry Date ________/____

Signature ____________________________  Cardholder’s Name (capitalise)

---

Atlas Educational Pty Ltd
ACN 007 333 520  ABN 20  007 333 520
5 Miller Street, Epping 3076
Phone: 9408 4244  Fax: 9408 4254
www.atleseducational.com.au

Pre-packed booklists can be collected from The Assembly Hall at Catholic Ladies College
between the hours of A-K 10:00am – 12:00pm L-Z 12:30pm – 3:00pm

Payment Options: Cash, Visa, MasterCard or Money Order. We DO NOT accept Cheques, Diners or Amex cards
(Credit Card Payments will be processed at time of processing your order)

Uncollected pre-pack booklist will be held for 7 Days after book collection date then order will be cancelled and items returned back to stock.

Student Name: ____________________________  Year Level: 9 Catholic Ladies College

Please retain this slip as a reference
IMPORTANT INFORMATION

- All queries concerning the booklist and supply of books should be directed to Atlas Educational Pty Ltd.
- Prices shown are current supplier estimates at the date of printing, however small increases may occur and passed on without notice.
- Do not name or mark text books until school commences in event of any booklist/subject changes.
- Returns will not be accepted after February 9th 2015.
- Please check order carefully as any claims arising from short supply of any part of your order will not be recognized after 14 days of sale date.
- Shop trading hours Monday – Friday 9am – 5pm Saturday 9am – 12pm Sunday Closed

ONLINE ORDERING

1. Log onto www.atlaiseducational.com.au
2. Payment including processing and delivery must be made in full when ordering online.
3. Select “Booklists” (This will take you to the Atlas Educational Web Ordering page).
4. Enter school code CLC010 (No password required)
5. Select your year level, and then click “Display my list”
6. Place your order online before the booklist completion date overleaf.

ONLINE DELIVERY OPTIONS

- School collection
  Your order will be packed ready for collection at Catholic Ladies College in the Assembly Hall from Wednesday 21st of January 2015.
  A packing & processing fee of $5.50 applies.
- Home Delivery
  Sent via Australia Post (eParcel signature required). Postage, packing & processing fee of $15.45 applies.
  All home deliveries will be posted on/or before Tuesday 20th of January 2015.
- Online Orders
  Orders placed online WILL NOT be available for collection from our retail shop.

WE HAVE MOVED TO

5 MILLER STREET,
EPPING 3076

Phone 03 9408 4244
Fax 03 9408 4254
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**ITEMS TO BE PURCHASED BY PARENTS**

- FABRIC, DESIGN & FASHION: STARTER SEWING KIT WILL BE PROVIDED BY THE COLLEGE AS PART OF THE LEVY.
- $10 ITUNES GIFT CARD (MUSIC)
- GOOD NEWS BIBLE APP ($2.99)
- GERMAN: MOBILE SYSTEM COLLINS GERMAN DICTIONARY ($10.49) (RETAIN FROM YR 8)
- ITALIAN: ASCENDO INC ITALIAN ENGLISH DICTIONARY PLUS ($10.49) (RETAIN FROM YR 8)

*"STARTER SEWING KIT" WILL BE PROVIDED BY THE COLLEGE AS PART OF THE LEVY*

**ITEMS SUPPLIED BY THE COLLEGE & BILLED TO YOUR TERM 1 ACCOUNT**

- FABRIC, DESIGN & FASHION: LEVIED A SUM OF $25 TO COVER THE MATERIALS
- JEWELLERY DESIGN: LEVIED A SUM OF $35 TO COVER THE COST OF MATERIALS
- PHOTOGRAPHY: LEVIED A SUM OF $25 TO COVER THE COST OF MATERIALS
- SUBSCRIPTION TO LANGUAGE PERFECT - GERMAN ($30.00)
- SUBSCRIPTION TO LANGUAGE PERFECT - INDONESIAN ($30.00)
- SUBSCRIPTION TO LANGUAGE PERFECT - ITALIAN ($30.00)
- HEALTH & PE PHOTOCOPY FEE IN LIEU OF TEXTBOOK ($20)
- RELIGIOUS EDUCATION eBOOK (TO KNOW WORSHIP AND LOVE) ($9)

**PROCESSING & DISTRIBUTION CHARGE**

PROCESSING & DISTRIBUTION CHARGE COMPULSORY ITEM

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**HOME DELIVERY IS AN OPTIONAL ITEM**

HOME DELIVERY

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**Total Books and Stationery**

(Prices current 01/10/14)
Textbooks will be sold on a consignment basis [i.e. textbooks are left for sale and if not sold are returned to the owner].

All students/parents will have the opportunity to hand in their 2014 textbooks for sale and every effort will be made to sell them. Books will be allocated and sold on a first in basis.

Books will only be accepted for sale if they are current and in good condition. We reserve the right to reject books in poor condition. Books that include a CD must have the original CD attached to the book.

WE HAVE MOVED TO
5 MILLER STREET,
EPPING 3076

Phone 03 9408 4244
Fax 03 9408 4254

Trading Hours Monday – Friday 9am – 5pm Saturday 9am – 12pm
Sunday Closed