BOOKLISTS - place your order early and then payment is required prior to delivery.

All book list enquiries should be directed to Lighthouse Books at booklist@lighthousebooks.com.au. Hard copy book lists can be downloaded from the Lighthouse Books website or are available upon request. All orders received by the 23 December 2015 will include a 10% discount on most stationery items. These stationery prices will increase by 10% after the 23 December 2015 for all first orders except for new enrolments to the School.

Ordering On-line from Monday 23 November 2015

- Go to www.lighthousebooks.com.au
- Click on the “Back To School” start button.
- At first sign in type in your **User ID/Student ID** which is the student’s firstnamelastname to 12 characters all lower case with no spaces and your **Password** which is the student’s firstname and lastname to 12 characters all lower case with no spaces. For security purposes you will be prompted to change this password at the first sign in. Please keep a record of your chosen password for future visits to the site.
- Please select your School and year level for 2016.
- Please nominate a contact email address and complete the required personal information including your nominated delivery address.
- Items marked Compulsory by your school will automatically load to your shopping basket and will not be able to be amended/deleted.
- 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. PLEASE WAIT for confirmation. 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 website anytime.
- For amendments to your order simply email booklist@lighthousebooks.com.au with your student name, order number and instructions. You can view these changes on-line via "Your Orders" at any time.

**Stationery is not returnable.**

- Orders lodged and paid for from early November 2015 will be delivered to your nominated address during December 2015 and January 2016.

**PAYMENT METHODS**

On-line payment can be made at the time of placing your order or you may visit the "Your Orders" tab on the website and pay at a later date. Confirmation of your payment will be sent to your email address by Eway.

**Other Payment Options - Payment of your account MUST BE MADE by no later than 9 January 2016 to ensure delivery to your nominated address in a timely manner.**

- Payments can be made by credit card at the time of ordering on-line or by telephone by calling 1300 304 168 (a 1.5% credit card fee will apply).
- Bpay facilities are also available. Please use the Biller Code and Reference Number as detailed on your invoice.
- If paying by cheque, please make cheques payable to Lighthouse Books and include your order number and students name and school.
- Cash payments can be made at 175 Morphett Road, North Plympton SA 5037, Monday - Friday 9am - 5pm.

**Late Orders - Please note changes to the applicable dates.**

- Orders not received at Lighthouse Books by 23 December 2015 will be treated as a late order. This does not include new enrolments.
- Late orders received after 23 December 2015 will be charged a $15.00 service fee, which includes the existing Administration Fee and the costs of additional ordering, packaging and distribution.