

Instructions for Parents & Guardians

NEWMAN COLLEGE

Convenient ways of shopping for your 2009 booklist requirements at Supply West Bookland.

- **Visit Supply West Bookland's online ordering system:**

The Supply West Bookland website has NEWMAN COLLEGE booklists ready to order direct from the web. Available from **15/12/08**.

1. Go to www.schoolbooklist.com.au, and enter your school's code and password. Your school code and password can be found on the front of your booklist.
2. Follow the prompts to the correct year and select the subjects you are undertaking.
3. Tick the items you require and process the transaction.
4. See the **help section** for full details.
5. Supply West Bookland will pack & deliver to your nominated address.

Payment Options: Master/Visa credit cards are accepted.

- **Send Supply West Bookland your order by mail:**

1. Send in your booklist to Supply West Bookland before **31/12/08** by mail to **PO Box 824 Cloverdale WA 6985**.
2. Check you have included the following details on your order:
 - *Students name and year*
 - *Items required are clearly ticked*
 - *Payment details are completed*
 - *Full details of delivery address*
 - *Daytime contact phone number*
3. Supply West Bookland will pack and deliver to your nominated address.

Payment options: Master/Visa credit cards.

**** NOTE ****

Only booklists received by this date can be guaranteed for delivery by the start of the school year. Please retain a copy of your original order if required.

- **Visit Supply West Bookland's retail store:**

From the **15th of December 2008** we have a dedicated Back to School retail store. All your school's specific requirements for texts, stationery and art are laid out.

So that you locate the correct text quickly and easily we have a shelf numbering system. Beside each item on your booklist is a sequence number. All books are arranged in aisles by student year and this sequence number corresponds to a location on our shelves in that year.

Retail Shop at: Unit 6, 505 Scarborough Beach Road Osborne Park - corner of Selby Street (refer to attached map)

Open from: Monday 15th December 2008 through to Saturday 14th February 2009

Opening hours: 8.30am – 5.00pm Monday – Friday

Extended Trading Hours from 2nd January: Mon-Fri: 8.00am-6.00pm

Sat: 9.00am-5.00pm

Closed Public Holidays

Payment Options: Master/Visa credit cards, eftpos or cash.

Best Times to Shop at the retail store:

During the Back to School period it is best to shop early to miss the rush. If you shop in the last two weeks before school starts, the best times are early morning before 10.00am, or after 3.00pm.

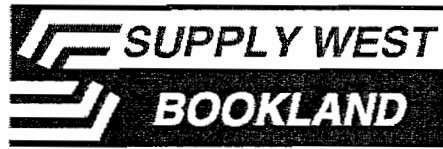
Prepays:

Supply West Bookland endeavours to have all booklist textbooks available for immediate supply. However, in some cases this may not always be possible due to factors beyond our control. For example, the supplier may be short of stock or a publisher could experience delays in the printing of a text.

To minimise the inconvenience to you we offer a **prepay service**. You can elect to prepay those texts that are not available. By taking advantage of our prepay service you can be assured that any book not immediately available will automatically be ordered and delivered to your home address at no extra cost. This not only saves you time but ensures you are on a priority list to receive a copy of the book when it becomes available.

****Note**** If you require any assistance please contact our customer service staff on 9238 6800.





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2009 BOOKLIST REQUIREMENTS

SUPPLY WEST BOOKLAND

**HAS RELOCATED
TO**

**UNIT 6
505 SCARBOROUGH
BEACH ROAD
(CNR SELBY
STREET)
OSBORNE PARK**

MITCHELL FREEWAY

TO THE CITY →



**We have moved to:
Unit 6/505 Scarborough Beach Road,
Osborne Park.**



**Massive under
cover car park
on site!**

WESTFIELD
INNALOO

← TO THE BEACH

SCARBOROUGH BEACH ROAD

KING EDWARD ROAD

505

**WE ARE
HERE**

STEPHENSON AVE

SELBY STREET