

# Upwey High School

## Book List Instructions

Lists may be returned to the School until **Thursday 11<sup>th</sup> December 2008**

**Lists submitted after 11<sup>th</sup> December should be taken or sent to Concept Books – not the School.**

If faxing your list please provide a contact phone or fax number in case there are any details that need to be queried eg poor transmission.

Early return of your list allows us to have your books packed for quicker service.

**No second hand books will be available from the bookshop. The School handles these.**  
(Second-Hand Book Sale 6<sup>th</sup> December 9.00-11.00am)

Ordered books will be available from:

### **Concept Books**

**114 Main Rd Monbulk 3793**

**Phone: 9756 6233**

**Fax: 9756 7821**

The books will be available from Monday 5<sup>th</sup> January 2009

#### **Trading Hours**

**Monday to Friday 9:00 am – 5:30 pm**

**Saturday 10:00 am – 2:00 pm**

**Please note:** We will be closed on the 25<sup>th</sup> of December 2008 and reopen 5<sup>th</sup> January 2009.

We will also be closed on the Australia Day Holiday

**OR**

### **Upwey High School**

**ON Monday 19<sup>th</sup> January 2009**

**From: 9.00am – 2pm**

**3pm – 6.30pm**

**OR**

### **POSTAL DELIVERY**

Postal delivery is through Australia Post. Books must be PREPAID including the \$14 postage and handling charge.

Books will be sent any time after the 26<sup>th</sup> of December (when order is complete) – any questions please call Concept

Books – 9756 6233.

**Payment** is to be made either prior to, or when you collect the books. Payments may be cash, money order, credit card<sup>1</sup> or eftpos.

Unfortunately **NO CHEQUES** will be accepted.

#### Please Note:

Due to space restrictions in the shop there will be no “over the counter sales”. Orders must be placed. Orders are packed on a first in first served basis, so the earlier your booklist is in the less likelihood of delays in supply.

**OUR RETURNS POLICY** – Books must be in **mint condition** and returned within 1 week of purchase for **EXCHANGE ONLY!** There will be **NO exchange or refund on stationery items, calculators or study materials.** Prices were correct at the time of printing but are subject to change without notice.

Retain this page for your Records

**BOOK LIST TOTAL \$ \_\_\_\_\_**

<sup>1</sup> If you wish to pay by Amex or Diners cards there will be a 5% surcharge.