

PARENTS & FRIENDS SECONDHAND BOOK SALE
SATURDAY 9th DECEMBER 2017
9.00AM – 12 NOON IN THE AUDITORIUM

BOOKSALE INSTRUCTIONS

1. All books must be submitted with a separate selling strip attached to the **OUTSIDE FRONT COVER OF EACH BOOK** with tape on the **top and bottom of the strip** (not ALL the way around). The student name and book title and price on each sales slip, attached to each book, must match the student name and book title on the master sheet. Only the second-hand books listed on the extranet selling guide will be accepted for sale.
2. On the master sheet, write the **name and address** of the person who will be receiving payment for the books sold. (Note: this person **must** have a bank account in their name in which to bank the cheque. Any replacement cheques may be charged a \$15.00 cancellation/redraw fee). One master sheet per family should be submitted for all books. Please ensure the student's **name**, student's **class**, **telephone number**, **the number of books you are selling** and your **selling price** are completed and match the individual selling strips **exactly**. Please make a photocopy of the books you are selling for your own records.
3. Books to be submitted for sale must be brought **TO THE AUDITORIUM** on **Thursday 7th December between 8.30am and 4.00pm or on Friday 8th December between 8.30am and 4.00 pm**. Please note that **books cannot be brought in for sale on the book sale day or outside these designated times**.
4. Master sheets and sales strips can be downloaded from the school Extranet.
5. The recommended selling price is **HALF** the recommended retail price of the cost of a new book and you are requested to follow the suggested price as guide. Should you have already purchased the book second-hand last year, please mark down the price accordingly. Please note that some books (e.g. Maths books) may require the additional purchase of a one year online access code so please take this into consideration. If your book has a CD, please ensure that it is securely taped inside, or if missing, mark down the price accordingly. Pricing is at your discretion but generally cheaper priced books will sell before those marked at a higher price.
6. Books that are torn, have missing pages, have writing in them or have graffiti on them, will **NOT** be accepted for sale.
7. All payments are by cheque and it is anticipated that these will be posted out to the name and address stated on the master sheet in **January 2018**. Payment for any books sold after the book sale day will be paid out at the end of the respective term that the book is sold.
8. A 15% commission from the total book sales will go to Parents & Friends fundraising which will be attributed to purchasing resources and equipment to benefit the school community. There will be no additional administration or postage charges. A \$1.00 cheque fee will be charged on each cheque drawn.
9. Following sale day, all **unsold books** will be relocated to the permanent second-hand book and uniform shop and will remain on offer for sale. If you would like to pick up any unsold books after the sale day they can be collected from the second hand book and uniform shop as per the following collection times:
 - a) between the hours of 8.30 am to 9.00 am or 3.00 to 4.00 pm on Tuesday 12/12/17
 - b) between the hours of 8.30 am to 9.00 am or 3.00 to 4.00 pm on Wednesday 13/12/17
 - c) Any Thursday afternoon between 3.00 and 4.00 pm during the 2017 school terms. **All unsold books must be collected by the end of Term 2, 2018 failing which they will be deemed a donation to Parents & Friends and disposed of accordingly.**

BUYING BOOKS

1. **CASH ONLY**. No payment by credit card, Eftpost or cheques will be accepted. Please endeavour to have the correct money. There is strictly no exchange or refund on books. Please **CHOOSE CAREFULLY** and check your booklist to make sure you have purchased the correct text books.
2. **PLEASE DO NOT BUY BOOKS OUTSIDE THE AUDITORIUM ON BOOKSALE DAY AS YOU MAY BE BUYING INCORRECT EDITIONS OF BOOKS OR BOOKS NOT ON THE CURRENT BOOKLIST**. (If books are purchased "in the line outside please be aware that these **books will not be allowed** into the Auditorium - you will have to leave them outside or in your car or risk being charged the recommended price of that book).