

### How to Order:

- The online ordering portal for 2021 booklists will open for orders to be placed from **12 November 2020** onwards.
- All orders are to be placed online at [www.lamontbooks.com.au](http://www.lamontbooks.com.au)
- To order, select 'Textbooks and Stationery' and 'Carwatha College P - 12'

### Delivery / Collection Options:

#### **Option 1: Free Postage until 14 December**

- **FREE** postage for orders over \$70 placed on or before **14 December 2020**.
- **Payment is required** at the time your order is placed.
- Orders placed **after 14 December 2020** can still be posted but will attract a postage fee of \$9.50 for orders under \$100 and \$15 for orders over \$100.

#### **Option 2: Collect from School in January 2021**

- Order by **14 December 2020** for **free processing and handling**.
- Pre-payment is required.
- Order on or after 15 December and a \$5 processing and handling fee per order will apply. Orders **must** be placed by **20 January 2021** for collection from school.
- Orders will be available for collection from Carwatha College on:

**Wednesday 27 January from 3pm - 5pm from the J Block Foyer**

- Please note that the school collection day is scheduled for January as usual. We will be required to comply with any COVID-19 restrictions in place in January, and so changes may be necessary. Please check the Lamont website and refer to any communications from your school regarding updated arrangements.

#### **Option 3: Click and Collect from Lamont in Hallam**

- Click and Collect orders are to be placed online for collection from the Lamont Office at **6 Technology Circuit, Hallam** during our opening hours. See the Lamont website for current opening hours.
- You will receive a text message with collection instructions once your order is ready to be picked up.
- **Payment is required** at the time your order is placed.

**COVID-19 Restrictions:** Due to COVID-19, the arrangements in the Lamont office may change during the Back to School season to comply with restrictions. Please refer to our [website](#) for current operating information before attending our office.

## **ADDITIONAL ORDERING INFORMATION:**

### **PLACING AN ORDER:**

- **(NEW)** next to an item indicates that the item is a new textbook to the school for the 2021 school year or that the item is a workbook.
- All orders are to be placed online. Go to [www.lamontbooks.com.au](http://www.lamontbooks.com.au), select "Textbooks and Stationery" and choose your school from the list. Booklists **cannot** be handed in to school.
- If you require assistance to place an order, we have computers set up at our store and staff who can assist you with placing an order. Please note that if you attend our store during January you will not receive any items on the spot - orders will be delivered or available for collection at a later date. Please refer to our website for current opening arrangements.

### **PAYMENT OPTIONS:**

- **Online payment methods:** PayPal, credit card (Visa or Mastercard only) or direct deposit (see below for instructions)
- **Payment options on the school collection day:** EFTPOS, credit card (Visa or Mastercard only). Due to COVID-19 we are **not** accepting cash payments at school this year. You can choose to defer payment until collection when you checkout.
- **Direct deposit:** You **must** include your order number as the payment reference. If you do not, we may be unable to match your payment to your order. This may result in substantial delays.
- We **do not** accept cheques (except from authorised welfare agencies by prior arrangement).

### **DELIVERY INFORMATION:**

- You can place orders for multiple students in one transaction provided the delivery address is the same. This minimises postage charges as only one postage charge will be applied to the entire order.
- For 2020/21 most orders in metropolitan Melbourne and surrounds will be delivered by Lamont staff. You will receive an email when your order has been packed, and a text message with tracking once your order is on the way. Please include any delivery instructions with your order.
- Some orders may be sent via Australia Post to your nominated address. If nobody is available to sign for the parcel a card will be left by Australia Post for the parcel to be collected from the Post Office. You will receive an email notifying you when your order has been despatched, containing the tracking number of your order.
- We commence despatching orders as they are received, and as soon as stock becomes available.
- If you are going to be away and there will be no one to receive the delivery, please provide the relevant dates that you will be away in the comments section when placing your order and we will do our best to accommodate these requests.
- Oversized items cannot be delivered in the post. These items will be distributed to students at school.

**PRODUCT SUBSTITUTION:** If a stationery item is unavailable it may be substituted with an equivalent item of the same or greater value.

### **BACKORDERED ITEMS:**

- **Home Delivery:** If an item is unavailable it may be placed on backorder. Backordered items will be sent out once available at no additional charge. You will receive another email notifying you that a parcel has been sent.
- **School Collection:** If an item is unavailable on the school collection date it will be placed on backorder and delivered to the student at school once it becomes available.

### **IF YOU MISS THE SCHOOL COLLECTION DATE:**

- If you have missed the collection date, your order will be returned to our office the following business day. After that time, you may then attend our office to pay for and collect your order.
- Alternatively, you may contact us to arrange for your parcel to be delivered. Delivery charges apply.
- Please note uncollected orders are only held at our office **temporarily**. If we do not hear from you within two weeks of the missed collection date your order may be cancelled.

### **REFUNDS:**

- Items may be returned for a refund or exchange at any time **up to 15 February or two weeks from date of purchase** (whichever is later). Items must be in new condition and proof of purchase is required.
- Refunds or exchanges will only be made after this time on items that are faulty, or in other cases at the sole and absolute discretion of Lamont Books.
- Electronic books, digital items, DVD's and calculators are firm sale. **NO** refunds or exchanges are available on these items.

**PRICING:** Booklist prices are correct at time of printing but may be subject to change.

**MISSING ITEMS:** Any claims for missing items must be made within **14 days** of receipt of your order. No claims may be made after this time.

### **OFFICE HOURS AND CONTACT DETAILS:**

- During December our office hours are 8.30am - 4.30pm, Monday - Friday. From mid-January, our office hours are 8.30am - 5.00 pm, Monday - Friday. We also open some Saturdays in January/February. We are closed on public holidays, and over the Christmas period. Please check our [website](#) for current office hours and Christmas closure information.
- The remainder of the year our office hours are 8.30am - 4.00pm, Monday - Friday.
- Office Location: 6 Technology Circuit, Hallam. Phone: 8787 1700. Email: [textbooks@lamontbooks.com.au](mailto:textbooks@lamontbooks.com.au)
- **COVID-19:** Please note due to COVID-19 restrictions our operations and opening hours may be changed. Please refer to our website for current operating information before attending our office.

Lamont Books Pty Ltd  
 ABN 37 053 311 621  
 6 Technology Circuit, Hallam  
 P.O. Box 5133, Hallam 3803  
 (03) 8787 1700  
 textbooks@lamontbooks.com.au

# Prep 2021 Booklist



This is an information list only. All orders are to be placed online at:  
**[www.lamontbooks.com.au](http://www.lamontbooks.com.au)**

**\$109.00 - Prep Stationery Pack**

Pack consists of the following items.

Items cannot be ordered individually or quantities changed

Book Exercise A4 48pg 18mm Ruled	3
Story Book 330mm x 240mm Top 1/2 Plain Bottom half 24mm Ruled 64 page	4
Book Scrap Best Buddies Mini 64pg	1
Book Scrap Mega Best Buddies 64pg	5
Book Writing 330x245mm 64pg 24mm Dotted Thirds (Turtles)	2
Crayons Twistable 12s	1
Document Wallet Polypick Purple	1
Glue Stick 35gm BOSTIK BLUE	4
Multi Purpose Pouch A3	2
Paper Photocopier	1
Pencil Triangular 2B Junior Grip	8
Pencils Coloured Triangular Junior 12's BIC	2
Scissors Sizzle 130mm	1
Tissues Facial 180	2
Targeting Handwriting Vic Prep Student Book	1
My Number Scrapbook	1
Buddy Bear (Supplied at school)	1