

### How to Order:

- The online ordering portal for 2020 booklists will open for orders to be placed from **8 November 2019** 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 'Narre Warren South P - 12 College'

### Delivery / Collection Options:

There are three options for receiving your order:

#### **Option 1: Free Postage until 11 December**

- **FREE** postage for orders over \$70 placed on or before **11 December 2019**.
- **Payment is required** at the time your order is placed.
- Orders placed **after 11 December 2019** 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 - Order now and pay later**

- **Pre-payment is OPTIONAL.** You can pay on collection from school.
- Order by **11 December 2019** for **free processing and handling**. Order on or after 12 December and a \$5 processing and handling fee per order will apply.
- Orders **must** be placed by **14 January 2020** for collection from school.
- Orders will be available for collection from Narre Warren South P - 12 College on:

**Tuesday 21 January 2020, from 1pm - 6pm  
from the Narre Warren South P - 12 College Gym**

#### **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.
- If you wish to collect from our office during January you will need to place a Click and Collect order online. There are no over the counter sales during January - all items must be pre-ordered via Click and Collect. If you require assistance, our staff can help you to place a Click and Collect order in our office for later collection. You will receive a text message once it is packed and ready for collection.

## **ADDITIONAL ORDERING INFORMATION:**

### **PLACING AN ORDER:**

- **(NEW)** next to an item indicates that the item is a new textbook to the school for the 2020 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.

### **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:** Cash, EFTPOS, credit card (Visa or Mastercard only). 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.
- Orders are 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.
- Occasionally orders may be delivered by our staff. In this case, a card will also be left for you to contact us if no one is available to sign for the parcel.
- 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)

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

# Year 4 2020 Booklist



This is an information list only. All orders are to be placed online at:  
**www.lamontbooks.com.au**

**BOOKS AND ACCESSORIES REQUIRED BY ALL STUDENTS:**

*Students Require **all** of the following:*

- \$16.95 Handwriting for Victoria Year 4 3rd ed
- \$9.50 Headphones Lightweight 101 (Shintaro) - *Can be retained from Year 3 - New students to purchase*
- \$9.20 Visual Diary A3 110gsm 60 Sheet/120 pg (Qty) - *Can be retained from Year 3 - New students to purchase*
- \$5.95 Hardcover Journal A4

*Students also require **EITHER** right or left handed scissors:*

- \$2.40 Scissors 130mm Right handed or
- \$2.40 Scissors 130mm Left handed

**STATIONERY REQUIRED BY ALL STUDENTS:**

*Stationery items can **EITHER** be purchased as a complete Stationery Pack or individually.*

**OPTION 1: Save 28% off** the full price of the items by ordering the complete pack:

- \$62.35 NWS P-12 Stationery Pack Year 4 - *This pack contains all the stationery items listed below.*

**OPTION 2: Alternatively, if you would prefer NOT to purchase the complete pack you can purchase these items individually below:**

- |                                                                                |                                                                          |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| \$1.55 Book Exercise A4 64pg 14mm Dotted Thirds<br>- 7 Required                | \$1.10 Highlighter Pink - 1 Required                                     |
| \$1.35 Book Exercise A4 64pg - 1 required for language                         | \$1.10 Sticky Notes Medium Pad - 3 Required                              |
| \$2.10 Book Scrap Mega Best Buddies 64pg<br>- 1 Required                       | \$0.40 Pencil HB - 10 Required                                           |
| \$1.40 Book Exercise A4 48pg 10mm Grid- 3 Required                             | \$0.65 Pencil Red Checking - 4 Required                                  |
| \$2.10 Book Display A4 Refillable - 2 Required                                 | \$3.00 Markers Coloured 12s Texta - 1 Required                           |
| \$1.50 Plastic Document Wallet Foolscap Red                                    | \$5.20 Whiteboard Marker 4 Pack Variety (Micador)<br>- 1 Required        |
| \$1.50 Plastic Document Wallet Foolscap Blue<br>- 2 Required                   | \$4.95 Pencil Case Large (35cm x 26cm) 2 Zip                             |
| \$1.00 Document Wallet Orange - 3 Required<br>(Performing Arts/Visual Arts/PE) | \$1.00 Sharpener Double Metal - 1 Required                               |
| \$2.80 Pencils Coloured 12s - 2 Required                                       | \$2.25 Gluestick 35gm - 4 Required                                       |
| \$1.60 Notepad A4 Ruled Pad - 2 Required                                       | \$0.45 Eraser Large - 1 Required                                         |
| \$0.40 Pen Ballpoint Blue - 1 Required                                         | \$1.00 Ruler 30cm Plastic- 2 Required                                    |
| \$0.40 Pen Ballpoint Red - 1 Required                                          | \$1.80 Tissues Facial 180 - 2 Required                                   |
| \$1.10 Highlighter Yellow - 1 Required                                         | \$1.90 Papermate Flair Felt Tip Black- 1 Required                        |
|                                                                                | \$0.40 Pen Ballpoint Black- 2 Required                                   |
|                                                                                | \$1.40 Book Exercise 48pg 14mm lined - 2 Required<br>(Digi Tech/Science) |

**OTHER REQUIRED ITEMS:**

*Students will also require the following items:*

- Library Bag (Cloth bag or environmentally friendly green shopping bag) - to be brought from home
- Plain navy hat - no baseball hat - or bucket hat to be purchased from the College for \$10: for Physical Education
- Sunscreen also for Physical Education