Dear Parents,

Kariong Public School and the TopBook Shop have organised a book pack that your child will require in class for 2017. These items are as per the attached note.

Please note that the payment procedure has changed from previous years. We have introduced an online ordering and payment option for your School Sale Day this year. Online payment means ordering can be done at a time that is convenient to you; no envelopes to complete or return to the school.

The process is quick and easy. Just follow the steps below:

1. Go to: www.topbookshop.com.au
2. In the Left Hand Menu select 'Sale Days'.
3. Choose Kariong PS from the list of schools.
4. Click 'Add to Cart' on the Pack for the Grades you wish to purchase.
5. You will be taken to the Pack description. Enter your Child’s Name in the Text Box at the bottom of the product description, choose the quantity you would like to order and click 'Add to Cart'.
   You can complete these steps again for any additional packs you wish to purchase.
6. Once you have selected all of the packs you require, in the Right Hand Menu click the 'Checkout' button.
7. Login using your existing account details or choose 'Register a New Account'.
8. Complete the Billing Information section and click 'Continue'.

   **All booklist orders will be shipped to the school regardless of the shipping address you enter.**

Online ordering will continue to be available beyond the sale day of 15 February 2017, however any orders received after 5pm on 14 February may not be included in the Sale Day delivery. For any orders placed after this time, store pick up or delivery (fees applicable) will be the two options.

Cash payment can still be made on the Sale Day only by using the provided Sale Day envelopes. **Please note: use one envelope per child.**

**Please note we are unable to accept cheque payments.**
Credit card payments will only be accepted via online ordering – no credit card details will be processed if noted on envelopes.

If you have any queries, please don’t hesitate to contact the TopBook Shop on 02-4325-1240 or email your query to mail@topbookshop.com.au and we will be happy to assist you.

Best wishes

The Staff of the TopBookShop