

## Booklist Information

### Independent Purchasing

Families may wish to source stationery items from a supplier of their choice. Please note that we respect your choice to do so; however, we do ask that you purchase identical or like-for-like items, as often they are selected by the classroom teacher for specific tasks/features.

Some items such as compulsory charges, textbooks and workbooks must be purchased through Lighthouse books. If you are unable to place an order with them directly, please contact the School and we will assist in processing your order.

Please log into Lighthouse books using the instructions below to access your child/ren's book lists.

### Online Ordering - Lighthouse Books

Orders are due at the beginning of December each year

*Orders received after this date will incur a late fee\* of \$12.95  
(does not apply to students who start throughout the year)*

Orders must be placed by the December due date and payment deferred to the beginning of January. All payments are to be made directly to Lighthouse Books. Orders will not be dispatched until paid in full.

Payment of the account may be made using the following methods:

1. Credit card at the time of ordering online (1.5% service fee will apply.)
2. Credit card over the phone (1.5% service fee will apply).
3. BPay.

A confirmation invoice will be emailed to you on completion of the order.

All paid orders will be delivered to the School and can be collected on Stationery Collection Day.

If you have any issues or queries, please contact Lighthouse Books directly:  
[sales@lighthousebooks.com.au](mailto:sales@lighthousebooks.com.au) 8340 2356

**Please see overleaf for online ordering instructions.**

### **Online Ordering - Lighthouse Books**

1. Go to [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au)
2. Click on the "Back To School Supplies: Order Here!"
3. Select your school and year level being entered.
4. Type in your User ID and Password  
User ID and Password at first login each year is child's first name and last name (e.g. for Jonathan Smith: jonathansmith) - to 12 characters - all lower case - no spaces
5. For security purposes you will be prompted to change this Password at first sign in. Your new password must be at least 6 characters, contain one upper case and one digit. Keep a note of your chosen password for future visits to the site.
6. Once you have read the Terms and Conditions select continue.
7. Some items may have been marked compulsory by your school and will automatically load to your shopping basket.
8. Check the boxes for the subjects being undertaken by the student. Click on 'continue'.
9. Adjust quantities for the items you required.
10. We acknowledge that students may already have some stationery items listed, however all items listed will be required during the year.
11. Once you have completed your selection requirements, click on 'Checkout' at the top of the page.
12. Select your payment option and then click on 'Place Order'.

**All paid orders will be delivered to the School and can be collected on Stationery Collection Day.**