

### 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 'Berwick Primary School'

### 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 **13 January 2020** for collection from school.
- Orders will be available for collection from Berwick Primary School on

**Monday 20th January 2020, from 1.00pm - 7.00pm**

#### **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:**

- 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 and normal delivery charges apply.

### **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.

### **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.
- We commence despatching orders as they are received, and as soon as stock becomes available.
- You will receive an email notifying you when your order has been despatched, containing the tracking number of your order.
- 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. 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. All Pre-paid orders will be left at school for collection. **Pre-paid** orders only will be left at school.
- 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.

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

### **OFFICE HOURS:**

- During December our office hours are 8.30am - 4.30pm, Monday - Friday. During 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)

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# Year 4 2020 Booklist



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

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

*Pencil Case to be supplied from home*

- \$9.50 Berwick Primary School Diary (To be supplied at school)
- \$9.95 Cancer Council Everyday Ezi clip 30+Sunscreen (To be supplied at school) or bring from home
- \$15.00 Bulk Class Supplies Year 4 - These items will be supplied at school
- \$6.00 Berwick Primary School Art Portfolio (To be supplied at school) - *Compulsory item for all students*
- \$6.00 Plastic Book Tub (To be Supplied at School) - *Retain from Year 3. Compulsory item for all students*
- \$14.95 Handwriting Conventions Victoria Year 4
- \$9.95 Thrass Desk Chart - *Retain from Year 3*
- \$13.95 Black Belt Recorder Student Book 2 + CD
- \$15.95 Recorder Yamaha Descant YRS-24B - *Retain from Year 3*
- \$6.50 Magnetic Whiteboard 25 x 21cm - *(or retain current whiteboard from previous year)*
- \$4.30 Scissors Sizzle Right Handed 150mm - *(Micador) OR*
- \$4.40 Scissors Sizzle Left Handed 150mm - *(Micador)*
- \$3.60 Clipboard A4 Acrylic (No front cover) *(Retain from Year 3)*
- \$19.95 Shintaro Multi Media Headphones with In-line Microphone 1 plug
- \$1.00 Ruler 30cm Plastic *(Retain from Year 3)*

**STATIONERY REQUIRED BY ALL STUDENTS:**

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

**OPTION 1:** *Save 10% off the full price of the items by ordering the complete pack:*

- \$91.80 Berwick Primary Year 4 Stationery Pack

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

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| <ul style="list-style-type: none"> <li>\$0.40 Pencil HB - 12 Required</li> <li>\$0.65 Pencil Red Checking - 4 Required</li> <li>\$2.80 Pencils Coloured 12s - 1 Required <i>(Micador)</i></li> <li>\$7.95 Marker Pen Connector 14 <i>(Faber-Castell)</i></li> <li>\$5.20 Whiteboard Marker 4 Pack Variety <i>(Micador)</i></li> <li>\$5.30 Highlighter 4 Pack (Pink, Green, Blue &amp; Yellow) <i>(Faber-Castell)</i></li> <li>\$1.00 Sharpener Double Metal - 1 Required</li> <li>\$0.45 Eraser Large - 2 Required</li> <li>\$3.55 Bostik Glue Stick White 35g - 6 Required</li> <li>\$0.55 Pen Inkjoy Blue 100 1.0mm - 2 Required</li> <li>\$0.55 Pen Inkjoy Red 100 1.0mm - 2 Required</li> <li>\$2.30 Pen Fineliner 0.3 Black Staedtler Triplus - 1 Required</li> <li>\$1.30 Doculope wallet Marbig A4 with button blue - 2 Required</li> <li>\$1.30 Doculope wallet Marbig A4 with button red - 1 Required <i>for Spanish</i></li> <li>\$2.10 Book Display A4 Refillable Black - 1 Required</li> <li>\$2.10 Book Display A4 Refillable Blue - 1 Required</li> </ul> | <ul style="list-style-type: none"> <li>\$0.70 Protractor Plastic 100mm 180deg - 1 Required <i>(half circle)</i></li> <li>\$1.30 Notepad A5 100 Leaf Ruled - 1 Required</li> <li>\$7.95 Sticky Notes Block (5 assorted colours)</li> <li>\$1.20 Whiteboard Eraser Mini Magnetic - 1 Req</li> </ul> <p><i>The following items, which are included in the pack, are essential for classroom uniformity and are not to be substituted with another type or brand:</i></p> <ul style="list-style-type: none"> <li>\$2.15 Book Project A4 96page 14mm Dotted Thirds - 3 Required <i>(1 Used for Science &amp; 1 for Readers Notebook)</i></li> <li>\$1.55 Book Exercise A4 64pg 14mm Dotted Thirds - 5 Required <i>(Writer Brand)</i></li> <li>\$2.40 Book Exercise Music (Feint &amp; Stave) 96pg</li> <li>\$2.10 Book Exercise A4 96 page 10mm GRAPH - 3 Required <i>(Writer Brand)</i></li> <li>\$2.10 Book Scrap Mega Best Buddies 64pg - 1 Req</li> <li>\$1.40 Book Exercise 48pg 14mm lined - <i>Used for Spanish</i></li> </ul> |
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## **BULK ITEMS SUPPLIED AT SCHOOL**

These items vary at each year level but may include the following:

Tissues

Loose leaf dotted thirds

Adhesive tape

Cellophane

Crepe paper

Kinder squares

Copy paper, A4 & A3

Coloured cover paper, A4 & A3

Flash cards

Sentence cards

Paint

Bulky news print

PVA glue

Plastic pockets for learning portfolios