



Campion Education – Procedure for Ordering Stationery

In the interest of the environment, you will not receive a booklist for your textbooks and stationery requirements.

The booklist will be available on-line from Monday 12 September at www.campion.com.au

Please note: If you do not have the facility to order online, order forms will be available from Student Services.

To access the **Resource List**, click on **ORDER NOW** under **Parents and Students**, select **Rostrevor College** under **SA/NT**. **Enter the school code RDAZ and choose appropriate year level.**

If you prefer, you can visit Campion Education, 46 Glynburn Road, Hectorville and select your own requirements, but shop early to avoid the rush.

Completing Your Resource List On-Line

1. Place student's name, address, parents' mobile phone number (or daytime phone number) and email address in the spaces provided.
For easy delivery, an office address or Post Office Box is preferred.
Delivery can also be to an alternate address if you will be away (eg grandparent, neighbour, business address/name).
2. Tick the items you require. Only the ticked items will be supplied.
3. **Orders will be sent via Australia Post and a card will be left if not at home.**
4. Boarders can have their orders posted to their home address or delivered to the Boarding House.
Parents who complete their booklists online by Friday 25 November 2016 will receive their order during the fortnight ending 6 January 2017. Orders placed after this date will be packed and sent as soon as possible.
If you encounter any problems with orders, please contact Campion direct as soon as possible

Payment – ALL ORDERS MUST BE PRE-PAID

Payment can be made by:

- **Credit Card – VISA & MASTERCARD only** (*credit cards will be charged on submission of order*)
- **Money Order** (available from Australia Post)

CHEQUES ARE NOT ACCEPTED

Please ensure you include \$7.90 for processing and delivery which consists of \$4.95 Delivery and \$2.95 Printing, Processing and Packaging.

Refunds

- Refunds will be given on **textbooks only** in new condition up to 28 February 2017 or two weeks after the purchase date (whichever is later).
- We will gladly exchange or refund any goods supplied as faulty from the manufacturer.
- Returns to: Campion Education. A refund cheque will be sent to you.

CAMPION
EDUCATION

46 Glynburn Road
Hectorville SA 5073

Email: sasales@campion.com.au
Website: www.campion.com.au
Phone: 8337 4544
Fax: 8336 9020

Trading Hours: Monday-Friday 9.00am-5.00pm Saturday 9.00am-12.00pm

Please retain a copy of your invoice for tax purposes.

Please note that requests for copy invoices may incur a \$5.00 fee.