

# SECOND HAND TEXTBOOK

## SELL FORM

### BOOK COLLECTION DAYS - 2019

Collection will be carried out by the College Shop Staff. You can hand the books into the College Shop when you know that you are not going to need your text books anymore. Please have ALL forms accurately completed and have books in a plastic bag. Please allow time for the checking of books against forms. All books to be sold have to be handed into the College Shop **PRIOR** to 1.00 Monday 2<sup>nd</sup> December, 2019.

Payment will be by direct deposit ONLY. Please complete bank details for direct deposit using block letters:-

ACCOUNT NAME: \_\_\_\_\_

BSB: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

**DO YOU WISH TO COLLECT YOUR UNSOLD BOOKS?** *Please circle*

**YES**

**NO**

*Please consider carefully if you wish to collect unsold books as a lot of time and effort goes into organising the return of books. **All unsold books must be collected from the College Shop no later than Friday 21<sup>st</sup> February, 2020.** Books not collected by the due date will become a donation to the College.*

Please be advised that books may be used without the CD Rom as the information is available on the school's intranet.

**SECOND HAND BOOK PRE-ORDER COLLECTION DAY – Thursday 5<sup>th</sup> December, 2019**  
from the College Shop between the hours of 8:00 am until 3:00 pm.

## **CONDITIONS OF SALE:**

1. Only books listed on the cover sheets will be accepted.
2. Books will be sold at 2/3 of the purchase price. The person selling the books will receive 2/3 (after rounding) of the selling price and the Clayfield College P & F will retain the remainder.
3. Books can only be accepted with a completed cover sheet detailing who is selling the items and also detailing the items being sold. This cover sheet will need to be checked against the books being handed in, so please allow time. The cover sheets are relevant to each year level and are available through the parent's lounge and the Clayfield College website. If you are selling text books for more than one year level (even if the same student), please complete separate cover sheets. For ease of payment, please print all details clearly.
4. Workbooks which have been written in will ***NOT*** be accepted.
5. Books are to be in good condition with the **current owner's name only** in the books. Any previous owner's name is to be removed.
6. Payment will only be made for books sold.
7. Payment will be made by direct debit prior to the end of term 1 2020. **No** payments will be made in 2019.

**SECOND HAND TEXTBOOK**

**SELL FORM**

**YEAR 6 - 2019**

**STUDENT NAME:** \_\_\_\_\_

**PLEASE NOTE:**

*Prior to selling your books, please check your booklist to make sure that you no longer require them. Books listed as "Retain/Sell" may be required for the following year. Only workbooks that are NOT written in can be sold.*

**BOOKS ABLE TO BE SOLD**

<b>SUBJECT</b>	<b>TITLE</b>	<b>STATUS</b>	<b>NO. OF BOOKS</b>	<b>OFFICE USE</b>
CHRISTIAN ED	Bible CEV Compact Youth	Retain/Sell		
ENGLISH	Boy Overboard	Sell		

**SUPERSEDED BOOKS – NOT TO BE SOLD**

<b>SUBJECT</b>	<b>TITLE</b>	<b>REASON</b>
MATHS	Oxford Maths Student & Assessment Book 6 Value Pk	Assessment books can not be sold.