

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 them 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 1:00pm Monday 2nd 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 21st 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 5th 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.

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YEAR 8 - 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

SUBJECT	TITLE	STATUS	NO. OF BOOKS	OFFICE USE
CHRISTIAN ED	Bible CEV Compact Youth	Retain/Sell		
ENGLISH	Dragon Keeper (P/B) Wilkinson	Sell		
	Playground (H/B) Wheatley	Sell		
	How to Write What You Want to Say	Retain/Sell		
	English Skills Builder Book 1 AC (SB+oBook) (4E)	Sell		
JAPANESE	Obento Deluxe – Student Bk (4th Edn)	Sell		
	Obento Deluxe – Workbook (4th Edn) <i>(Only accepted if not written in)</i>	Sell		
SCIENCE	Oxford AC Science 8	Sell		

SUPERSEDED BOOKS – NOT TO BE SOLD

SUBJECT	TITLE	REASON
CHINESE	Chinese Made Easy Bk1	No Longer Used
MATHS	Cambridge Essential Maths AC Yr 8	No longer used