

Dear Parents,

Brisbania Public School and The TopBook Shop have organised a book pack that your child will require in class for 2016, these items are as follows:

Grade	Book Pack items	Pack cost
Kindergarten	Handwriting for NSW K	\$15.00
Year 1	Handwriting for NSW 1 Mental Maths Strategies 1	\$29.00
Year 2	Handwriting for NSW 2 Mental Maths Strategies 2	\$29.00
Year 3	Writing Time 3 Mental Maths Strategies 3	\$28.00
Year 4	Writing Time 4 Mental Maths Strategies	\$28.00
Year 5	Targeting Handwriting 5	\$15.00
Year 6	Targeting Handwriting 6	\$15.00

Brisbania Public School Sale Day – Friday 5th February 2016

Please note that the payment procedure has changed from previous years. We have introduced an online ordering and payment option for your School Sale Day this year. Online payment means ordering can be done at a time that is convenient to you, no envelopes to complete then remember to return to the school on the correct day.

The process is quick and easy, just follow the steps below:

1. Go to: www.topbookshop.com.au
2. In the Left Hand Menu select Sale Days Schools.
3. Choose your School's Name from the list of schools.
4. Click Add to Cart on the Pack for the Grades you wish to purchase.
5. You will be taken to the Pack description. Enter your Child's Name in the Text Box at the bottom of the product description, choose the quantity you would like to order and click "Add to Cart".
You can complete these steps again for any additional packs you wish to purchase.
6. Once you have selected all of the packs you require, in the Right Hand Menu click the Checkout button.
7. Login using your existing account details or Register a New Account.
8. Complete the Billing Information section and click Continue.

All booklist orders will be shipped to the school regardless of the shipping address you enter.

Online ordering will be closed a few days prior to the delivery date, if you are unable to order and pay online prior to close-off, you will still have the option to pay by coming into the shop or cash in

the provided envelopes (**exact money is required - no change given**) to be brought to school on your school's respective sale day.

Please note we are unable to accept cheque payments.

Credit card payments will only be accepted via online ordering – no credit cards details will be processed if noted on envelopes.

If you are unable to provide payment for your child's book pack on or before the School sale day, you will need to come into the TopBookShop to purchase the required backpack/s.

If you have any queries, please don't hesitate to contact the TopBook Shop on 02-4325-1240 or email your query to mail@topbookshop.com.au, we will be happy to assist you.



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