



Pittwater House

Purchase of Year 7-11 Text Books for 2019 Students

16 November 2018

Dear Parents and Guardians,

The text books for 2019 study are available for purchase from our supplier Box of Books. Instructions on how to order are detailed below.

To ensure your child has the resources required to begin their classes orders should be placed by **close of business Friday 14 December 2018**. Orders placed after this date may not be delivered in time for the commencement of classes.

Please note: the password **PWH2209** is required to access our online booklist.

We would like to thank you in advance for helping us minimise class disruption by ensuring your child has the resources required before term commences.

Yours sincerely,
James Walmsley
Deputy Principal

Text Book Ordering Instructions

1. Go to the website <http://www.boxofbooks.com.au/>
2. Click the yellow '**Purchase Books**' button and then click '**Proceed**'.
3. Enter the School Book Code **PWH2209** and then click '**Search**'. Choose your Year Group and then click '**Continue**'. Select your titles and continue with the checkout process.
4. Enter your child's name and **school email address** and click continue. For new students, parents would have received their child's email address in an email from Enrolments following the New Starter Evening. If you need help with your child's TPHS email address, please contact support@tphs.nsw.edu.au
5. Check your shopping cart. If correct, click '**Proceed to Checkout**'.
6. Enter your details including shipping address. Click '**Next**', enter payment details on the next page and click '**Place Order**'. Note: Only VISA or Mastercard will be accepted.
7. If ordering for more than one student, you will be taken back to the booklist code page to begin your second order and will receive a receipt via email.
8. If you need help completing your order, contact us at LJ Harper 1800 808 119
9. Configuration instructions on how to access digital texts will be made available via the Pittwater House Portal - <https://www.pittwaterhouse.com.au/portal/technology-and-e-learning>

Refunds Policy

Physical books can be refunded up until 22 February 2019 or three weeks after the date of purchase – whichever is the latest date. Physical books must be return in an original (resalable) condition. Digital books are considered a firm sale and will be processed within 48 hours. Please contact books@ljharper.com.au to arrange return authorisation prior to those dates.