Dear Parents/Caregivers

Welcome to Booklists 2017. The online ordering site will be available from Monday 21/11/2016.

Booklist requirements are to be ordered online at https://www.salessoftwareonline.com.au by 16/12/16. For families without internet access, a kiosk will be set up at Westside Newsagency to enable online ordering. Hard copies of the Booklists can be printed from the Caritas College website www.cc.catholic.edu.au/about-caritas/documents and should be returned to Westside Newsagency or Caritas College.

There is a chance to “win your booklist for free” for orders received online by 16/12/16. All Booklist enquiries should be directed to Westside Newsagency on 86422656 or booklists@westsidenewsagency.com

Availability of stock will not be guaranteed for booklists received after this date. Please indicate the items you require, and are committed to pay.

Ordering On-line:- Go to https://www.salessoftwareonline.com.au

- Type in your “student ID” and “password” (Student ID and Password at the first sign-on is (firstname.lastname) to 12 characters all lower case, no spaces, no apostrophises etc)
- Please select Caritas and their year level for 2017.
- Please nominate a contact phone & email address and complete the required personal information including your nominated delivery address or pick up from Caritas College.
- Items marked “Required” by your school will load automatically to your shopping basket.
- Please select your subjects and if required make alterations to the recommended number of items.
- Once you have completed your subject selection requirements and your payment option simply hit the “Place an Order Button”. On-line payments will receive a receipted invoice to your email address.
- Please help us supply your exact needs by ordering carefully and accurately.
- A confirmation invoice will be e-mailed to you on completion of the order.
- Using your ‘Student ID’ and ‘password’ you can access your order details via the web-site at any time. The status of your order will show on your invoice.

Payment and Delivery Options

If you choose for your booklist to be delivered

- Invoices will be placed in the Your Orders tab as soon as you place an order
- Please check “delivery fee” box on your booklist. Delivery is $5.95 to Port Augusta and Stirling North. Delivery details are required when you complete the required personal information.
- Payment MUST be made prior to delivery either by credit card online (a 1.96% service fee will apply), or at Westside Newsagency by cash, cheque or card.

Collection of booklists Tuesday 24th January 2017 at N03 and N04 Rooms (Next to K Block) from 8:30am-3:00pm

- Payment of the account MUST be made before or at collection of your booklist.
- Payments can be made by credit card (a 1.96% service fee will apply), cash or cheque.
- Make cheques payable to Westside Newsagency. Please write your name and phone number on back of cheque.

Graphic Calculators - are distributed by the school. Students requiring a graphic calculator will receive additional information with an order form attached.

Thank you for your co-operation.

John and Paul

Westside Newsagency