

# ROWVILLE SECONDARY COLLEGE



**ROWVILLE**  
SECONDARY COLLEGE

...  
2012

**ALL ORDERS MUST BE COMPLETED  
Online at**

**[www.campion.com.au](http://www.campion.com.au) by**

**FRIDAY 2 DECEMBER 2011**

PREPACKAGED SCHOOL COLLECTION SERVICE

▼ TEAR OFF SLIP - PLEASE RETAIN ▼

Your order will be available on Book  
Collection Day.

**COLLECTION DATES**

*Monday, 30 January 2012*

*9:00am - 4.00pm*

*Western Campus Gymnasium*

**CAMPION**

Campion Education (Aust) Pty Ltd  
A.B.N.: 33 074 318 602  
CROYDON, VIC 3136  
Phone: (03) 9725 1266  
[www.campion.com.au](http://www.campion.com.au) - Email: [sales@campion.com.au](mailto:sales@campion.com.au)

Student  
Name: \_\_\_\_\_

**Please ensure you keep a copy of your order, as the Original will be retained by us for office use.**

# HOW TO FILL IN YOUR RESOURCE LIST

The best way to guarantee you will receive all available items is to place your order Online by the due date for the School Prepackaged Collection Service.

## 1. FILLING IN YOUR RESOURCE LIST

Orders must be placed online at [www.campion.com.au](http://www.campion.com.au)

- Place student's name, address, Parent's Mobile Phone Number (or Daytime Phone Number) and email address in the section provided.
- Tick  the items that you require. Only the ticked items will be supplied.
- Retain this document for your record of the collection location and date.

## 2. PAYMENT

- **Credit Card** - VISA and MASTERCARD only

CREDIT CARDS WILL BE CHARGED ON SUBMISSION OF ORDER

## 3. SUBMIT COMPLETED RESOURCE LIST

- Submit your order online at [www.campion.com.au](http://www.campion.com.au) by the due date (found on the front of this flier) to ensure your order will be ready on the book collection day.

## 4. COLLECTION DAY

- Collect your order at the school on the date and time specified on this document. Orders can also be collected by a friend or by another family member if you are unavailable.
- You can return any unwanted items for a refund and/or place an order for additional items.

## 5. UNCOLLECTED PREPACKAGED ORDERS

- Orders that are not collected on collection day (found on the front of this flier) **will be returned to Campion.**
- Uncollected prepacked orders returned to Campion **will incur an additional \$5.95 handling and storage charge.**

## 6. IF YOU MISSED SUBMITTING YOUR ORDER.....

- Please be aware that while we endeavour to fully supply all orders, **we cannot guarantee stock levels for late orders.** The best way to guarantee you will receive all items is to **submit your resource list by the due date for the School Prepackaged Collection Service.**
- Where possible, resource list orders will be included in the School Prepackaged Service, **unless otherwise specified.**
- Payment is processed as soon as we receive your order. Orders will not be packaged, nor will out of stock items be placed on back order, until payment has been received. (*Unpaid orders will be cancelled after 7 days*)

## 7. BACKUP DELIVERY SERVICE

- Place your order online at: [www.campion.com.au](http://www.campion.com.au) (All backup deliver orders placed **online** are **delivery only**)

OR

- **Telephone** your order.
- The total cost of processing and delivery is **\$3.50 per item, up to a maximum of \$13.95** (including GST) per resource list.
- Oversized items are not available for delivery. Items will be charged and supplied at the school, when school begins.

## 8. BACKUP COLLECTION SERVICE

- **Telephone** your order.  
(Allow 2 working days after payment has been received before collecting)
- A \$5.95 processing and packaging charge applies for this service

OR

Purchase your books and stationery directly at Campion office.

- **Please be aware that long delays will be expected**
- This service will incur a **\$5.95 processing and packaging charge between the 16th January and the 4th of February**

## 9. REFUNDS

- Refunds will be given on **TEXTBOOKS ONLY** in new condition up to the 15th February 2012 or two weeks after the purchase date (Which ever is later).
- We will gladly exchange or refund any goods deemed faulty from the manufacturer.

**Please retain a copy of your invoice for tax purposes. Requests for copy of invoices may attract a \$5.00 fee.**

## 10. CAMPION OFFICE HOURS

Monday - Friday 9:00am to 5:00pm

### Extended Hours (January to Mid February)

Monday - Friday 9:00am - 6:00pm

\*Saturday 9:00am - 1:00pm

\*16th January to the 11th February Only

### Extended Call Centre Hours (16th - 31st January Only)

Monday - Friday 8:00am - 6:00pm