

Seller Details Sheet

Selling those 'pre-loved' items

Chaplaincy serving Balwyn High School & you helping Chaplaincy

email: secondhandbooks@balwynhs.vic.edu.au or txt Verna Woods 0408 534 307

Office fills in this Sellers computer Code B 0	student surname (family name)	
Office dated	first name	
Received by	student code (any in family)	Form this year

EXACT NAME of the bank account where cheque is to be deposited.

For Yr 7-10 the account is to be parent/adult
At VCE level it is optional (by parent consent).

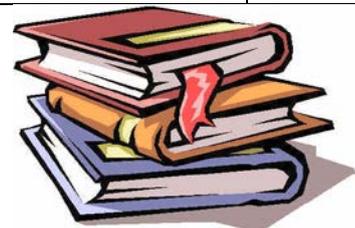
Postal Address: Highlight if CHANGED from last year.

Suburb

Postcode

Phone (helpful)

Parent/account holder email contact for notifications (optional)



<p>DEPOSIT: any books on SELL & BUY LIST. Unacceptable (unlisted, wrong ed, work books with writing, unclean or poor condition) books are NON-RETURNABLE. Keep a copy – or this Sheet can be viewed on request.</p> <p>REMEMBER: * clean, repair, find CD's or accessories if appropriate * pencil student ID on 1st page of book in case separated from pile. * stack (in any order/any level) then list in same way. * when a book has a Registration Code, It is helpful to write next to the Code, whether it has been activated, and what year. * add our Book ID no. - see on the SELL/BUY SHEET.eg Macbeth = 410 * add <u>clean</u> wkbks, study Aids etc – we will code.</p> <p>GRADINGS: <u>Exc:</u> near-new may sell at 75% of NEW price. <u>Good:</u> main category sells near 65% of NEW. <u>Poor:</u> sell at 50% or less. (Most regarded as donated to Chaplaincy. If repaired or cleaned by <u>Shop</u> workers, owner is not paid). <u>Scrap</u> = discarded <u>Digital component books</u> - indicate if code used (in book & on sheet so we can price.)</p> <p>PAYMENT: Mar & Oct 70% of sale price of books is paid to the Seller. This also comes with advice on decisions and options re unsold books.</p>	Stack in <u>same order</u> as listed – top book is No 1	is code used?	Book ID No e.g. 201	Office Check code	Office comment	
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
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Many books have a digital component, with 12-15 mth codes. There are two categories. (Most at BHS fall into the 2nd)
 2. the Faculty says students "MUST HAVE" the e-component (usually indicated on the Campion List). Bookstore price will be adjusted down from usual price by the cost of the Reactivation Code which has to be bought. (Selling a book marked 'code not used' brings a better return.)
 1. the Faculty does NOT declare the code to be compulsory. In this case the code simply provides **optional extras** and is **NOT REQUIRED**, and so no adjustment is made. A bought 2XH book may or may not have a code still available. (An electronic version of the book is usually still available even if the code has been used.)

Remember all information and downloads are at www.balwynbooks.blogspot.com.au