

# Caxton Books

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Dear Parent

The books required by Herzlia Senior School for the 2017 academic year are detailed on the attached order form. Where available you may purchase the textbook **OR** the e-textbook **OR** the twelve month license to access the e-textbook. Do not purchase the e-textbook and the e-textbook license.

- Please make a copy of your completed order form for your own reference.
- All books marked **NEW** have been prescribed for the first time for 2017 or are workbooks, e-textbooks or e-textbook licenses and will therefore not be available second hand.
- Complete the order form and insert with payment or proof of payment in the attached envelope. Fill in the correct details on the front of the envelope – grade applicable for 2017.
- All direct transfers/bank deposits must be referenced with the school number 77, the grade (10, 11 or 12) and the pupil's surname eg. 7710DOMINGO, 7711CARRARAS, 7712PAVAROTTI.
- **Ensure that your envelope is placed in the secure box located at reception by the time school closes on Friday, 30 September 2016.**
- **Book parcels will be handed to students at the end of the fourth term. Instructions on how to download your e-textbooks will be emailed to you around the same time.**
- Caxton Books is committed to equipping pupils as soon as possible through this back to school system. **Parents are therefore strongly urged to submit prepaid orders for new books by Friday, 30 September 2016, to ensure that their children are equipped for the new academic year.**
- You may process an on-line order (www.caxtons.co.za) at any point. You will be e-mailed a copy of your order with an order reference number to be used in all communication and clearly marked on all direct transfers/bank deposits. If you place your on-line order prior to Friday, 30 September 2016 and select the 'deliver to school' option your order will be included in the bulk delivery to the school.
- **Kindly note that orders will not be accepted by telephone or fax.** Orders received after Friday, 30 September 2016, will be considered late and can be subject to reprint delays of up to six weeks.
- Please ensure that you provide an email address if purchasing any e-textbooks or textbooks licenses.
- Your reading device operation system must be Android 4.2, iOS8, Windows 7, OSx10 (Mountain Lion) or later versions to run the reading app correctly. Due to their nature no cancellations or returns can be accommodated on e-textbook or e-textbook license purchases.