

# Seller Details Form

**Sell those 'pre-loved' items. Profits go to Chaplaincy**  
Chaplaincy serving Balwyn High School & you helping Chaplaincy

email: [secondhandbooks@balwynhs.vic.edu.au](mailto:secondhandbooks@balwynhs.vic.edu.au) txt Verna Woods 0408 534 307

Office fills in this Sellers computer Code		student <b>surname</b> (family name)	
Seller Ref . . . . .			
Office dated		first name	
Received by		student BHS code (any in family)	Form this year

**Parent name and account essential for yr 7-10 payments.** Have you put books in before? Yes? No?

Name on Parent <u>Bank account</u>	Postal Address	Suburb	Postcode	Mobile/phone
Email for notices/contact (non-school preferred) ➡				parent sign to permit a VCE payment ➡

**You must fill in all the above for our computer entry records**

Our soft-ware is being upgraded so that we can now do Direct Transfer payments after our move to Bendigo Bank. We gather and securely store the details for Direct Transfer to a nominated account. We will still pay by cheque if no details are given below. Our Statements and any payment advice will be emailed (or posted). As always, payment is to parent (or guardian), except by signed permission **BY THE PARENT**/for students at VCE level (see above).

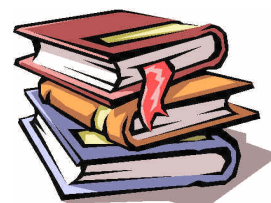
**Direct Transfer Seller Payment (a cheque will be posted if this is not filled in)**

Bank (eg CBA)	BSB (6 digits)	Account No. (clearly)	Name of Account	Signature (for named Account above)
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<p><b>DEPOSIT: any on SELL LIST.</b> Unacceptable (unlisted, wrong ed, unclean or poor condition) books are NON-RETURNABLE. Keep a copy – or this Sheet can be viewed on request.</p> <p><b>REMEMBER: CLEAN</b> * pencil student ID code on 1<sup>st</sup> page of book in case separated. * stack (in any order/any level) then list in same way. * <b>write next to the Code, whether the original code has been activated, and what year.</b> * add our Book ID no. - see on the SELL LIST.eg Macbeth = 410 * add <u>clean</u> workbooks, Study Aids etc – we will code them.</p> <p><b>GRADINGS:</b> <u>Exc:</u> near-new at 75% of NEW <u>Good:</u> main category sells at or under 65% of NEW. Some may be reduced if overstocked <u>Poor:</u> unlisted, unclean, damaged. Seen as donated to Chaplaincy - NON-RETURNABLE (If repaired or cleaned by <u>Shop</u>, owner is not paid).</p> <p><b>PAYMENT:</b> to Owners late Jan.. By Direct Transfer to Bank Acc (or by cheque if no bank details).</p>		<i>Stack in <u>same order</u> as listed.</i> <i>top book is No 1</i>		<i>if there was a code was original code used?</i> Yes / No	Book ID No e.g. 410	Office Check code	Office comment
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
		Please see <b>Information for Current Sellers</b> on our blogspot below for up-to-date information about closure of the 2XHBookstore, and arrangements about payments and reclaim options in Dec/Jan.					

Many books have a digital component.

1. IF a Faculty says students '**MUST HAVE**' in the **Campion listing**, our price will be adjusted down from the usual price, to about 50% to allow cost to Reactivate the Code. (Unless Seller's book is marked 'code not used' - which may bring the Seller a better return.)
2. IF the Faculty **DOES NOT** declare the code to be compulsory, but feels it simply provides **optional extras**, there may be some reduction at our discretion. Ensure you indicate in the book and on the sheet if original code HAS NOT BEEN USED, for best chance of selling, and profit for you.



**Remember all information and forms are at [www.balwynbooks.blogspot.com.au](http://www.balwynbooks.blogspot.com.au)**