

## Booklist information for parents from Lighthouse Books.

[Go to www.lighthousebooks.com.au](http://www.lighthousebooks.com.au)

### **CREATE AN ACCOUNT**

*We require **new** visitors to this site to create an account. This will become the main account.*

*When you receive notification that your account has been created you may “Login” to place student orders.*

**Previous visitors to the site - Using the email and password you used to create your account – “Login”**

1. Enter the **Student Last Name** and **Student First Name**.
2. Select the **School** and **Year Level in 2026**.
3. A list of subjects will appear. Please tick the appropriate subjects.

#### **"Create order"**

4. You will be required to select the items by toggling the "-" or "+" signs to add to the cart.  
Compulsory items will automatically add to your cart and cannot be changed. **"Checkout"**
5. Please complete the contact details and find an order summary on this page, which can be edited.

#### **"Continue"**

6. Select the method of payment. **"Continue"**  
Credit card online will see the order move directly through to the queue.  
Bpay payments will need to reconcile to the account before moving through to the queue.
7. You will be asked to **"Confirm Order"**
8. If you have chosen Bpay your **Biller Code** and **Customer Reference Number** will be displayed.  
(New in 2026)
9. You will receive an **"Order Confirmation"** email.

### **PLEASE ORDER CAREFULLY AND ACCURATELY AS STATIONERY IS NOT REFUNDABLE.**

Some items may have been marked compulsory by your school and will automatically load to your shopping basket. You will need to add quantities for other items.

We begin packing a month after we start taking orders. All orders will be dispatched as soon as they are packed.

Please note: Prices are an indication only at time of printing and may be subject to change.

### **PAYMENT OPTIONS AND FEES**

Payment can be made by credit card at the time of placing your order (1.5% card fee will apply).

Bpay option is available. Please use Biller Code and Reference Number as detailed on your invoice.

No other payment options are available. An administration fee of **\$15.50** will be charged to each order at the time of ordering. This is not a delivery fee.

Family Orders are available – T&Cs - Ordered and paid on the same day with the same Surname and delivery address. Family Order administration fee **\$16.95**.

### **UNPAID ORDERS WILL NOT BE PROCESSED**

#### **LATE ORDERS**

Orders received after 15th December 2025 will be charged **\$12.95** additional service fee to cover the cost of additional ordering, packaging and distribution during this peak period.

**This fee does not guarantee your order will be delivered prior to start of Term 1 2026.**

[All booklists enquiries should be directed to Lighthouse Books - booklist@lighthousebooks.com.au](mailto:booklist@lighthousebooks.com.au)