

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ YOG \_\_\_\_\_

## **2010-2011 Book Store New Book Ordering Instructions**

Now that you had the opportunity to purchase used books from other students, you may order the remaining books that you need from the SJ bookstore. Please use this form to place your order. Once you complete this form, you must submit it **with your payment** to:

Saint John's High School Bookstore, 378 Main Street, Shrewsbury, MA 01545

Or drop it off in the Main Office located in Conal Hall weekdays between 8am-3pm.

### **All orders must be received no later than Monday, June 28<sup>th</sup> 2010**

We will process your order and you can pick up your books, planners, locks and PE clothing during our book pick-up day on August 30<sup>th</sup> in the Coaches Pavilion. Other Bookstore merchandise will be for sale on August 30<sup>th</sup> as well.

To help you fill out the form, please use these guidelines:

- Use your preliminary schedule (if you do not have one, call the Academic Office) and the appropriate book list for your grade to determine what books you need for your classes. (book lists are posted on the school website)
- Write the title of the book as it appears on the book list in the box designated for title. Then, write the price in the box next to the title.
- Please add up the prices of the books, and fill in the box marked TOTAL FOR BOOKS.
- If you need Physical Education shorts and/or shirts, please write in the size and quantity and fill in the appropriate total price for each item. You may use last year's PE clothing; you do not need to buy new PE clothes each year.
- Please fill in the number of planners and locks that you need. We recommend that you buy a new planner each year. All students are required to have two locks; one for your locker and one for Phys. Ed. You may use last year's locks; you do not need to buy new locks each year. All locks must be purchased through Saint John's.
- Please add the amount from the TOTAL FOR BOOKS with the totals from the PE clothing, the planners, and the locks and fill in the amount for **Total Order including all books, PE clothing, planners and locks.**
- If you need more lines for books, please print a second copy of this form from the SJ website, complete it in the same manner, and attach the two forms together.
- **Please make a copy of your order for your records.**

Return this form to the SJ bookstore with your payment by **June 28<sup>th</sup>, 2010**  
If you have questions, email Mr. Browne at [kbrowne@stjohnshigh.org](mailto:kbrowne@stjohnshigh.org)

