



CHIJ ST. THERESA'S CONVENT

Secondary 2 to 5 Students (2024 Cohort)

Instructions For Purchase of Textbooks & Stationery

(I) Online Order	1	Login to Pacific Bookstores Website - https://www.pacificbookstores.com - Online order is not applicable to student who is under the MOE/School-based Financial Assistance Scheme (FAS) as she has to produce the letter of approval issued by the school during self-collection in the school
	2	Online order start date: 15 Nov 2023, 9.00am
	3	Last day for online order: 15 Dec 2023 by 8.00pm
	4	Home Delivery Dates: As shown on the online website
(a) Home Delivery Service	5	Local delivery charge of \$14.60 (inclusive of GST) per location
	6	Delivery Date and Time - To be selected when placing orders online
(b) Self-Collection at the School	7	Self-Collection Date and Time - To be selected when placing orders online
Mode of Payment	8	Debit Cards and Credit Cards; PayNow (QR code) - Applicable for online order regardless of whether you have opted for Home Delivery or Self-Collection
Online Customer Service	9	Tel No. - 6929 8012 (Mondays to Fridays, 9.00am to 5.00pm excluding eve of Public Holidays) Email - sales@pacificbookstores.com

(II) Non-Online Order	1	Purchases to be ordered and paid directly at the School Bookshop is strictly <u>by e-appointment only</u> - Refer to para on "How to Book an Appointment" (same booking app as the school's uniform supplier) - Refer to para on "Bookshop Dates and Time" for details
	2	<u>Student who is under MOE/School-based Financial Assistance Scheme (FAS)</u> - Order and collect directly at the school bookshop - Must produce the letter of approval issued by the school - Refer to para on "How to Book an Appointment" (same booking app as the school's uniform supplier) - Refer to para on "Bookshop Dates and Time" for details
Mode of Payment	3	Cash, PayNow (Scan & Pay), CDAC Vouchers, NTUC Care Fund (e-Vouchers)
	4	Not applicable to student who is under MOE/School-based FAS (must produce the letter of approval issued by the school)
Contact Details	5	Tel No. - 9048 2460 (WhatsApp) (Weekdays, 9.00am to 3.00pm) / 6929 8012 (Customer Service) Email - sales@pacificbookstores.com

(III) How to Book an Appointment	1	Visit https://www.picktime.com/stc2023
	2	Select the date and time slot
	3	Fill in the details required and submit your request
	4	You will receive an email notification to confirm your appointment

(IV) Bookshop Dates and Time	1	Nov 2023: 27, 28, 29 and 30 Dec 2023: 1, 4, 5, 6, 7, 8, 11, 12, 13, 14 and 15
	2	Open: Mondays to Fridays, 9.00am to 3.00pm Closed: Saturdays, Sundays & Public Holidays

(V) Exchange of Books and Stationery	1	Book an appointment if you wish to have the exchange done in Nov/Dec 2023
	2	Exchange of books & stationery can also be done in Jan 2024
	3	Must produce the original receipt for the exchange of books & stationery
	4	Items to be exchanged must be in good condition Book with name written on it will not be accepted for exchange