

Dear St. Clement's School Students and Parents:

On behalf of Alpha Textbooks Inc. and St. Clement's School, we would like to tell you about the textbook ordering procedure for the upcoming 2021-22 school year.

- 1) Your official booklist for 2021-22 will be available on our easy-to-use website www.alphatextbooks.com, or at our store. **Due to the changes in health policy around Covid-19, we recommend ordering online.**

ORDERING ONLINE

- 2) In order to view your school booklist, you must create an account on our website or simply log in to your previously created profile.
- 3) To order from our website, click the RED "**Students Order Here**" button on the homepage. Pick your school's name ("**St. Clement's 2021-22**"); then select your grade.
- 4) Orders placed through the website may be shipped to you, or picked up in-store. There is no charge to pick up your order in the store. **Shipping is free on orders of \$299+ (before tax) until July 15, 2021.** Orders below \$299 or placed after July 15 are subject to shipping charges.
- 5) All orders **must be paid in full at time of order.** We cannot reserve books which have not been purchased, and unfortunately are not able to take phone orders. For the fastest pickup experience, we recommend that families place their order through our website and select the pickup option.
- 6) Books may be returned for a full refund up to September 30th. Books must be returned in the same condition in which they were purchased. **Please do not** write your name in your book until you are sure you are keeping the book.

In co-operation with St. Clement's School, it is Alpha Textbooks' goal to ensure that you can enjoy a true one-stop shopping experience. Accordingly, should you have any questions or concerns please do not hesitate to contact our customer service department for assistance.

Sincerely,

The Alpha Customer Service Team
info@alphatextbooks.com