



Bookshop order form

Mail orders: Murdoch University Bookshop 90 South St Murdoch WA 6150	Website: http://our.murdoch.edu.au/Bookshop	Facsimile: 08 93107365	Email: bookshop@murdoch.edu.au
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Online ordering

You are able to order books, stationery and general merchandise with the option of in store pick up or delivery (Delivery fees apply). This secure process allows you to purchase with the confidence that your details are secure.

Access at: <http://our.murdoch.edu.au/Bookshop> and follow the simple instructions

Step by step guide

On the Bookshop homepage, select "Booklist" from the left hand menu

Enter the unit codes one at a time and select semester/study period from drop down box. Repeat this step for each unit which you are enrolled then select "search"

Tick the box next to any items you wish to order then select "Add selected items to your cart"

You will then be prompted to select either to pick up from Bookshop or delivery. Don't forget the "Re-calculate order total" and select "Checkout" Select "Please click here to continue" if requested

Enter your personal details and select "Click here to pay" Please ensure you provide a phone number and email address.

The next page will provide your order number. Please record this number for future enquiries and then select "Pay now" which will take you to the secure payment gateway for payment detail collection. You will then be redirected back to the Bookshop webpage after payment has been processed.

Delivery is usually 2-3 working days after the order is placed. For in-store pick up please allow a minimum of 24 hours after ordering. You will find more detailed information in regard to ordering, deliveries and Bookshop policies on our Frequently Asked Questions page at:

<http://our.murdoch.edu.au/Bookshop/FAQ>

Mail or fax order Form

Name:				
Address:				
Postcode:		Student number:		
Phone:		Mobile:		
Email:				
Qty	Author	Title/Item	Unit code	Office use only

Please refer to our returns policy at <http://our.murdoch.edu.au/Bookshop/Returns-policy>

You will be contacted by telephone when your order is picked and ready for delivery and payment will be processed as you provide your card information. For security reasons, **do not** send any credit card holder detail via email, post or fax.

Delivery is usually 2-3 days is via Toll Couriers at a cost of \$15.00 within Australia. Please allow another day or two for regional. Remote areas may incur a surcharge. If you may not be home you must advise if you would like the parcel to be left otherwise please provide a delivery address where you know someone will be there to accept the parcel. Toll will deliver once only. Collection from the Toll depot will be your responsibility if you request a signature and no one is home to sign.

International delivery fees will be calculated when the order is ready for delivery and you will be emailed with the cost prior to sending.