Dear Parents/Guardians

Re: SECOND-HAND TEXTBOOK TRADING

The College is conscious of the need to provide an efficient process for families to be able to buy and sell second-hand textbooks and other student resources. Therefore, I am delighted to inform you of the College’s new initiative to provide parents with the ability to trade these items via the Sustainable School Shop. www.sustainableschoolshop.com.au

Results from other schools, who have implemented this initiative, have been excellent, families have enjoyed a more comprehensive and convenient method of trading and the service provides access to second-hand textbooks, calculators, stationery, musical equipment, etc all year. Parents can trade with different schools and sell items no longer in use at our College. Many schools use this service.

For the best results:
- Register on the Sustainable School Shop website
- List your items for sale
- List wanted advertisements for those items you are looking to buy
- The College’s booklists are loaded into the system to make listing advertisements easy
- The system matches the advertisements of buyers with sellers and notifies the buyer via email
- Buyers contact sellers and arrange where and when to trade
- Most trading will occur with other parents from the College
- Parents are well supported via Sustainable School Shop’s telephone (1300 683 337) lines and email help available through the web site
- The system is simple and easy to use - if you don’t have a computer, internet access or an email address, please call the Sustainable School Shop for assistance
- You can pre-arrange the transaction and then trade after the texts are not required

Families are offered three levels of access:
- Search only - registering/logging-in on the Sustainable School Shop, searching all the For Sale advertisements and gaining the sellers’ contact details is free.
- Single items cost $1.00 to be advertised.
- Subscription - an annual subscription costs $19.95 and is the most anyone will pay. These are taken by families who have many items to advertise.

All enquiries should be directed to the Sustainable School Shop on: 1300 683 337 or help is also available through ‘Contact Us’ on their website at www.sustainableschoolshop.com.au

We are very excited about this new initiative and we hope you will make the most of this opportunity and gain the benefit from recycling your student’s school items.

Yours sincerely

Mr Andrew Watson
PRINCIPAL

17 November, 2015
Second-Hand Textbook Trading System

- List wanted & For Sale Ads (browsers tell each other what they require and what they have to sell).
- The College’s booklists are loaded into the system to make the Ad listing process easy, fast and accurate.
- Our Ad Matching service shows you:
  * Exactly the right time to buy.
  * Who has the most items you need.
  * The cheapest items.
- Assistance is provided to accurately price items.
- Buyers contact sellers, and arrange where and when to transact.
- Excellent email (through the website) and telephone helplines are provided.

www.sustainableschoolshop.com.au
Tel: 1300 683 337
What can be Sold and Traded

Parents and students can sell or buy practically anything, but most of all anything that relates to:
- Education
- Extra curricular activities, interests, hobbies and sport

Commonly Traded Items

- Textbooks
- Calculators
- Sporting Items
- Musical Equipment
- Computer Equipment / DVD's

Cost and Pricing

- Registering and manually searching all the For Sale Ads and gaining the sellers contact details, is free.
- Single items can be advertised for $1 (Wanted Ads or For Sale Ads).
- Annual subscription (Unlimited Wanted and For Sale Ads) costs $19.95.
  * Annual subscriptions are taken by families who wish to list wanted ads, use the Advanced Search Summary, and/or have a number of items to advertise.
  * Annual subscriptions last 365 days from your payment date or if you already have a subscription a $19.95 payment will extend your current subscription expiry date by 365 days.
Helpful Tips

- Be patient many new items are listed each day.
- Listing Wanted and For Sale Ads gets results.
- Our unique Ad Matching Service shows you who to transact with and will save you lots of time.
- Be realistic when pricing items.
- Telephoning sellers provides a quicker response as many people do not regularly check their emails.
- Respect other browsers and remember to delist your Ads promptly when no longer needed.
- Meet somewhere convenient to transact, don't make special trips and just fit it in to your normal activities.

Pricing Guide

<table>
<thead>
<tr>
<th>Condition</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Like new</td>
<td>70%</td>
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<tr>
<td>Excellent</td>
<td>60%</td>
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<tr>
<td>Very Good</td>
<td>50%</td>
</tr>
<tr>
<td>Good</td>
<td>40%</td>
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</tbody>
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Simply Register on the Sustainable School Shop website

www.sustainableschoolshop.com.au
Philosophy

The Sustainable School Shop encourages re-cycling through innovation and technology, enabling schools and families to look for a second-hand item first before buying new.

Making better use of current resources builds a more sustainable school community and lowers the cost of education.

The Sustainable School Shop undertakes to treat all clients at all levels with respect, courtesy and in good faith, while promoting and encouraging long term relationships that deliver improved value and reward.

Long term change is best achieved through education and incentive. We can all make a difference, changing individual behaviour even slightly brings significant change overall.

Mandurah Catholic College
in partnership with Sustainable School Shop

www.sustainableschoolshop.com.au