

**Dear Toronto Prep School Students and Parents:**

On behalf of Alpha Textbooks Inc I would like to take this opportunity to tell you about the textbook ordering procedure for the upcoming 2015/16 school year.

- 1) Books will be available for purchase via our easy-to-use website [www.alphatextbooks.com](http://www.alphatextbooks.com), by clicking on “**Students Order Here**” and then pick your school’s name and your grade for the upcoming 2015-2016 school year or at our store located at 3709 Chesswood Dr. (Sheppard & Allen Rd. are the main intersections).
- 2) We offer **Free Delivery** to all students who place their order before July 15<sup>th</sup>, 2015. This will be provided to locations throughout Ontario (i.e. to your home or office) on all orders **over \$299**. All other orders are subject to an \$8.00 delivery charge for 1 book (2 or more books will be a flat delivery charge of \$16.00). You can also pre-order your books over the internet and have them available for pick-up at our store. Please allow up to 48 hours minimum processing time if you select this option.
- 3) All book orders **must be paid for in full at time of order** - either securely on our website or via fax with Visa or MasterCard or in person either with a credit card, debit card or cash.
- 4) Books may be returned for a full refund up to September 30<sup>th</sup>, 2015. 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. Books returned after September 30<sup>th</sup> may be subject to a restocking fee.
- 5) **We will gladly buy** your used textbooks for cash or credit at our store during regular business hours. Please see our customer service for details.
- 6) Alpha Textbooks is pleased to announce that we carry **ONYX + GREEN** and **ONYX + BLUE** school supplies while also providing knapsacks and computer bags. For every order of textbooks over \$200 you will **save up to 25%** on your School Supply shopping this year. Check out our website or visit us in person for more details.

At Alpha Textbooks it is our goal, in co-operation with Toronto Prep School, to ensure that your book buying experience is pleasant and efficient. Accordingly, should you have any questions or concerns please do not hesitate to contact us directly.

Sincerely,

**Michael Goldberg**  
Vice President - Operations