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

On behalf of Alpha Textbooks Inc I would like to welcome you and take this opportunity to tell you about the textbook ordering procedure for the upcoming 2013/14 school year.

- 1) Books will be available for purchase via our easy-to-use website [www.alphatextbooks.com](http://www.alphatextbooks.com) or at our store located at **3709 Chesswood Dr.** (Sheppard & Allen Rd). If you cannot order over the Internet or visit us in person please give us a call and we can fax you an order form that can be faxed or mailed back to us.
- 2) We offer **Free Delivery** to all students who place their order before July 31<sup>st</sup>, 2013. This will be provided to locations throughout Ontario (i.e. to your home, office, cottage) on all orders over \$299. All other orders are subject to a \$16.00 delivery charge for 2 or more books ( 1 book will be an \$8.00 delivery charge ).

To avoid any delivery fees, you may pre-order your books over the internet on our website and have them available for pick-up at our store, (we will call you when they are ready) or you have the **option** of having your books delivered to the school to be picked up after August 1<sup>st</sup> 2013.

- 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 with a credit card, debit card or cash.
- 4) Books may be returned for a full refund up to September 30<sup>th</sup>, 2013. Books must be returned in the same condition in which they were purchased. **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 buy** your used books for cash or credit at our store during regular business hours.
- 6) **Remember**, Alpha Textbooks has a fantastic selection of **School Supplies** including knapsacks and computer bags. For every order of textbooks over \$200 you will **save 20%** on your School Supply shopping this year. Check out our website or visit us in person.

At Alpha Textbooks it is our goal 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***

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Vice President – Operations

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