

Get started in 5 easy steps

Payment at the Book Fair has never been easier with our Phone Payment service, allowing parents to pay for individual purchases using a debit/credit card over our secure payment telephone line, **0333 305 2963**

1. Fill in your school's unique customer I.D. number (your school account number, which you can find on any letters or emails from us) on the two posters provided. Make sure you put them up at your Book Fair for everyone to see!
2. Photocopy and hand out the payment slips for parents to fill in as they make their purchase.
3. Parents call our secure telephone line with their card details, the school's customer I.D. number and amount they wish to pay (a quiet side room is ideal for this). Once payment is completed and the transaction code recorded on the payment slip, parents should return it to the Book Fair Organiser and then take their purchase. (Parents will be able to repeat the transaction code on the telephone line if they need to.)
4. Book Fair Organisers should record parent purchases using the Phone Payment Record. There's no need to keep individual payment slips once you've noted the transaction code/amount details, but please dispose of them securely.
5. At the end of the Book Fair, add the total amount of purchases made via Phone Payment to your online cash report form and send a printed copy, along with your completed Phone Payment Record, back to us.

TRY IT OUT

You can practise using the secure payment line before your Book Fair so that you're prepared when it opens. To make a test payment, just call **0330 088 5776**.

- The automated line will ask you for a three digit customer reference number (choose any three digits, followed by #).
- It will then advise a payment amount (usually £25, unlike on a live payment where the customer enters this) and ask for your test card details, which you can find above.
- Congratulations – you've run a test payment! When it comes to the real thing, just remember to have your school's customer I.D. number to hand.

TEST CARD

4444 3333 2222 1111#

Expiry date 01 25#

CVV no. 123#

Please call our customer services team on **0800 212 281** if you have any queries. All photocopyable material including extra posters can be found at www.bookfairs.scholastic.co.uk/phone-payment

PHONE PAYMENTS — AT YOUR — BOOK FAIR

 **0333 305 2963**

THE SECURE SCHOLASTIC PAYMENT LINE



PHONE PAYMENTS RECORD
Your school Customer I.D. no.:

Name: _____ Amount: £ _____
Transaction code: _____

Name: _____
Transaction code: _____

Name: _____
Transaction code: _____

Name: _____
Transaction code: _____

PAYMENT SLIPS
0333 305 2963

Call 0333 305 2963

Please have your school Customer ID number ready, together with a pen to record your transaction code. You will be asked for your school name, age, sex, date of birth and primary number (if applicable) and we will add them to your record.

Name: _____ School Customer ID no.: _____
Transaction code: _____ Amount: £ _____

Please give the completed form back to your Book Fair Organiser and take your order.

RECORD SHEET

PAY FOR YOUR BOOKS BY PHONE
CALL NOW FROM YOUR MOBILE OR A LANDLINE
0333 305 2963
THE SECURE SCHOLASTIC PAYMENT LINE

QUOTE YOUR SCHOOL'S CUSTOMER I.D. NUMBER

It's safe, simple and quick!

1. Ask your Book Fair Organiser for a phone payment slip.
2. Call the number and follow the instructions.
3. Write down your transaction code and amount paid.
4. Return the completed form to your Book Fair Organiser and take your purchase.

PARENT SLIPS

Photocopy for parents

OPEN UP FOR YOUR
PHONE PAYMENTS TOOLKIT

PAYMENT SLIPS

0333 305 2963

Call 0333 305 2963

Please have your school's Customer I.D. number ready together with a pen to record your transaction code. You will be asked for your card number, expiry date, the three digit security number on the back of your card and amount you wish to pay.

Name: _____ School Customer I.D. no. : _____

Transaction code: _____ Amount: £ _____

Please give the completed slip back to your Book Fair Organiser and take your purchase.

This call will be charged at your standard mobile rate.

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PHONE PAYMENTS RECORD

Keep at
your cash
desk

Your school's Customer I.D. no.: _____

Customer name: _____

Transaction code: _____ Amount: £ _____

Customer name: _____

Transaction code: _____ Amount: £ _____

Customer name: _____

Transaction code: _____ Amount: £ _____

Customer name: _____

Transaction code: _____ Amount: £ _____

Customer name: _____

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0333 305 2963

THE SECURE SCHOLASTIC PAYMENT LINE

QUOTE YOUR
SCHOOL'S
CUSTOMER
I.D. NUMBER



It's safe, simple and quick!

1. Ask your Book Fair Organiser for a phone payment slip
2. Call the number and follow the instructions
3. Write down your transaction code and amount paid
4. Return the completed slip to your Book Fair Organiser and take your purchase

All calls will be charged at your network's standard rate.

PAY FOR YOUR BOOKS BY PHONE

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SCHOOL'S
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