

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, **0330 088 5756**

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 Fair Record Sheet and, along with your completed Phone Payment Record, hand it to your Book Fair distributor or send it 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#