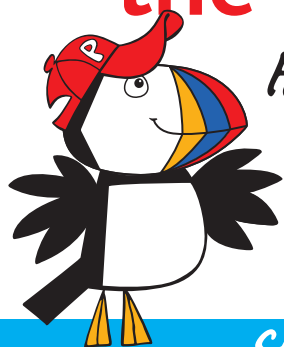


Find us online at [www.puffinbookclub.co.uk](http://www.puffinbookclub.co.uk)



# Get the most for your school with the minimum amount of effort!



*Step one...*

*Here's a checklist to help you get the most from Puffin Book Club...*

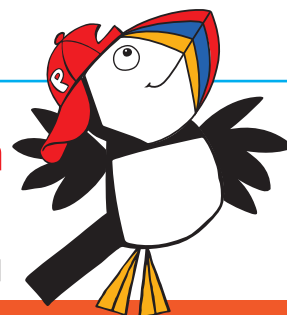
**Hand a copy of the Puffin Book Club magazine to each child to take home**

Try leaving them in the children's pigeonholes or reading folders rather than leaving them to be picked up by passing parents... they are normally too busy!

**Visit your account at [www.puffinbookclub.co.uk](http://www.puffinbookclub.co.uk) & confirm your 'return by' date. Pin up your free posters**

Remember to fill in the date by which you require the orders to be placed online or handed in to the school on the poster. Two weeks is normally more than enough time for parents, friends and staff to choose their books.

*Step two...*



*Step three...*

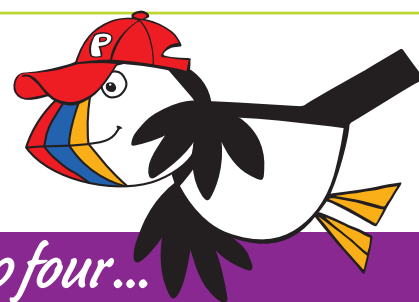
**Close your group order online and place the order forms you receive in the prepaid envelope provided**

Does each order have a cheque or postal order attached, or credit card details on the order form? Is there a contact phone number for each parent or member of staff placing an order? **Please do not send cash in the envelope.**

**The books will be delivered within seven working days of receipt of your group order**

Puffin Book Club will deliver the books ordered to your school. Each individual order will be individually bagged to make distributing them quick and trouble free.

*Step four...*



*Step five...*

**Your school receives 50% commission on all orders placed by parents & friends of your school to spend on books**

Every time a parent, friend or member of staff places an order, your school receives 50% commission to spend on free books for your classrooms and library from the children's magazine or Classroom Choice for teachers.

***Half price books for your kids... 50% commission for your school!***