



SWINDON BOOK CO. LTD.
SINCE 1918
辰衝圖書有限公司

Swindon Book Co., Ltd. / Renaissance College 2023-2024 Textbooks Supply Service & Instructions

Renaissance College Hong Kong has arranged with Swindon Book Co. Ltd. to provide textbook supply services for 2023– 2024. To facilitate the timely supply of the books before the beginning of the school term, please follow the guidelines as listed below. Please pay special attention to the items highlighted in **BLUE**.

Textbook Ordering

1. Textbooks can be purchased in two ways:

- a) Online order on the Swindon Books Co. website effective **Thursday, 1 June 2023**. Web orders are payable by credit card only.

Order link: www.swindonbooks.com/tborder/rchk

** Please indicate your choice of collection location of your book order.

**Hong Kong Book Centre Ltd., Lower Level, 25 Des Voeux Road Central

**Swindon Book Co. Ltd., 4E, Anson House, 13-15 Lock Road, Tsim Sha Tsui, Kowloon

- b) Paper order forms are available at our retail store location:

Hong Kong Book Centre Ltd., Lower Level, 25 Des Voeux Road Central

2. Book orders placed on or before **Monday, 12 June 2023** will have order fulfillment before school resumes on **17 August 2023**. Swindon/Hong Kong Book Centre will still try their best to service all late orders submitted after 11 June, 2023 but are unable to guarantee timely availability of such books before the start of new term. Order fulfillment is subject to stock availability from publishers' warehouses.



SWINDON BOOK CO. LTD.
SINCE 1918
辰衝圖書有限公司

Discount

The price indicated in all the book lists are the final discounted net price and reflect a 5-10% discount (except for special net priced items). All prices quoted include shipping and related costs to bring the books to Swindon's two outlets for student collection.

Payment

All book orders either placed through web link order (payable by credit card) or by paper form (payable by cash/credit card) are required to be Pre-paid in full. Swindon will issue order confirmations to students for their records.

Order Tracking

Order status is available for on-line checking:

www.swindonbooks.com/tborder_status.asp

Textbook Collection

Swindon will notify and update parents/students on their order status and books availability. Upon receipt of email notice, book orders can be collected from one of the two retail store locations (as selected in student's submitted orders). Please note that Swindon will hold all books ordered at your selected outlet until you are ready to collect them, although books may become available at different dates:

- a) Hong Kong Book Centre Ltd., Lower Level, 25 Des Voeux Road Central, Central
- b) Swindon Book Co. Ltd., 4E, Anson House, 13-15 Lock Road, Tsim Sha Tsui, Kowloon

Updated Policy

With immediate effect, **No Order Cancellation / Return / Exchange** policy applies to all RCHK student book orders.