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Dear Immaculate Conception Parent/Guardian,

It's time to order your textbooks for the 2010/2011 school year!

Included in this document is a list of instructions for ordering online through our website and a required textbook list/order form. This order form lists the required courses for Elementary and Middle School students for the 2010-2011 school year. This order form may be used as a guide to navigate our textbook website (www.burkestextbook.com) to order your textbooks. If you would prefer NOT to order texts through our website, you may fill out the order form provided and fax or mail it to us. (All orders are processed in the order in which they are received, regardless of how they are received.) If you are filling out the order form, please mark clearly the titles you will need and whether you would prefer new or used copies of textbooks. Also fill out ALL of the information at the bottom of the form, including payment information and voucher information (if you traded in textbooks). Payment is required at the time you place your order.

All orders will be processed, the books will be pulled and packed for you. Orders will be available for pickup at Burke's Book Store beginning **Monday, August 9th**. PLEASE NOTE: We are accepting orders only for textbooks at this point; books will not be available pickup in our store until then.

If you have any questions concerning the ordering of textbooks, please contact Cheryl Mesler at 901-278-7484 or burkes@netten.net.

Sincerely,

Cheryl Mesler

INSTRUCTIONS FOR ORDERING ONLINE FOR IMMACULATE CONCEPTION SCHOOL

- 📖 Go to www.burke textbook.com.
- 📖 Click on **Immaculate Conception Cathedral School**
- 📖 **Click on View Courses and Place Order**
- 📖 **Student Information:** Enter the student's grade for 10/11 and name. Click [Verify Information](#)
- 📖 **Verify Student Information:** If this information is correct click [Continue to Title Selection](#).

***If you need to place an order for another student, you will have an opportunity to add that student.

📖 **Title Selection:** The required textbooks for the student's chosen grade will be listed. Choose the textbooks by clicking the **Select** button beside each title. PLEASE NOTE: The new and used Science books are listed as separate items. You may choose a used book if there are still copies available. After you have made your selection, click on [View or Add Items to Cart](#). If you wish to make changes to any books that you have selected, hit the [Reset Form](#) button at the bottom of the page. This will clear your choices and you may begin again. When you are satisfied with the books you have chosen, click the [View or Add New Items to Cart](#) button.

***If at any point during the order process you wish to cancel the order and leave the site or start over, click on the [Return to School Menu](#) button at the bottom of each page.

📖 **View Cart:** This screen will show all titles you have chosen for this particular student. You may remove titles by clicking the box in the Remove column and clicking [Update Order](#). If you need to choose another title or course, click the appropriate buttons. When you are satisfied with the titles in your cart, click [Continue to Registration & Checkout](#). If you need to place an order for another student, click the [Enter New Student](#) button. This will start a new order for another student. Continue through the order process as before. The additional student's book will be added to your cart. When you are satisfied with the items in your cart, click [Continue to Registration & Checkout](#) to proceed to submit your order.

📖 **Account Registration:** Enter your email address and click [Verify Information](#).

📖 **Account Registration:** Enter all of the information requested. After you have entered this information, click [Verify Information](#). The next page will show the information you have entered. If you need to make changes, click [Return to Registration Form](#); if you are satisfied with the information click [Continue to Checkout](#).

📖 **Checkout:** This is a final list of all titles you wish to order, with prices and order total minus any voucher credits. You may click [Return to View Cart](#) to make changes. If you wish to cancel the order, click [Return to School Menu](#). To finish, click [Submit Order](#).

📖 **Submit Payment:** This page displays the order that you have submitted. However, your order is not complete until you proceed to our secure Burke's link for payment. Click on the [Complete Order](#) link at the bottom of the page to enter your payment information. If you would prefer to make other payment arrangements (cash, check, credit card by phone) please call immediately. **YOUR ORDER WILL NOT BE COMPLETED UNTIL PAYMENT HAS BEEN RECEIVED.**

After you have placed your order, you will receive an email confirmation. This email will contain all of your order information. All orders will be packed and will be held at Burke's Book Store for pickup **beginning August 9th**. If you need to make any changes to your order before the pickup day, please call.

This will complete the order process. If you have any questions concerning any part of the ordering process, please call Cheryl Mesler at 901-278-7484.

Immaculate Conception Cathedral School

Grade 8 Textbook Order Form

If you are submitting this order by fax, please fill out all information at the bottom of the form. All orders will be processed and packed and will be available for pickup beginning August 9th at Burke's Book Store.

Quant	Title	Publisher	ISBN	New \$	Used \$
_____	<i>Blest Are We Grade 8</i>	Benziger	S6408	27.00	
_____	<i>Family Life Grade 8</i>	Benziger	B5708	17.00	
_____	<i>Glencoe Physical Science Grade 8</i>	Glencoe	9780078778049	99.00	59.00
_____	<i>Glencoe Literature Course 3 Grade 8</i>	Glencoe	9780078779770	99.00	59.00
_____	<i>Voyages in English Grade 8 Practice Workbook</i>	Loyola	0829420975	16.00	
_____	<i>I Heard the Owl Call My Name (Craven)</i>	Laurel	9780440343691	6.99	
_____	<i>Raisin in the Sun (Hansberry)</i>	Vintage	9780679755333	6.95	
_____	<i>The Outsiders (Hinton)</i>	Puffin	9780140385724	9.99	
_____	<i>The Pearl (Steinbeck)</i>	Penguin	9780140177374	9.00	
_____	<i>A Midsummer Night's Dream (No Fear Shakespeare)</i>	Spark	9781586638481	5.95	
_____	<i>The Giver (Lowry)</i>	Laurel	9780440237686	6.99	
_____	<i>Expresate Cuaderno de Vocabulario y Gramatica 1B Wkbk</i>	Holt	0030743761	18.00	
OR					
_____	<i>Discover French Bleu 1B Workbook</i>		9780618298747	17.00	

Options for placing your textbook order:

- 1) Place your order by phone or fax to Burke's with a credit card number.
- 2) Place your order online at www.burkestextbook.com and pay with credit card.

ALL ORDERS MUST BE PREPAID.

PLEASE FILL OUT ALL INFORMATION BELOW IF YOU ARE USING THIS FORM TO SUBMIT YOUR ORDER.

Student Name _____ Grade _____

Parent/Guardian Name _____

Address _____

City/State/Zip _____

Telephone # _____ Email _____

Visa, Mastercard, Discover # _____ ExpDate _____

I would prefer _____ new books _____ used books

Textbook Voucher # _____ Amount\$ _____ (if you traded in textbooks)

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