

NEW



CELTIC TRAVELLING BOOKS

PHONE PAYMENTS — AT YOUR — BOOK FAIR

↪ **0330 0888 450**

THE SECURE CELTIC TRAVELLING BOOKS PAYMENT LINE



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

Name: _____ Amount: £ _____
Transaction code: _____

Name: _____
Transaction code: _____

Name: _____
Transaction code: _____

Name: _____
Transaction code: _____

RECORD SHEET

PAYMENT SLIPS
0330 088 5756

Call 0330 088 5756
To receive your School Customer ID number send together with a pen to record your transaction code. This will be used by your school to register their debit card securely on the back of your card and avoid you any to pay.

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

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

with a pen to record your order. The Book Fair Organiser will take your order.

to be returned to the Book Fair Organiser.

to be returned to the Book Fair Organiser.

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PAYMENT SLIPS

POSTERS

NEW CELTIC TRAVELLING BOOKS
PAY FOR YOUR BOOKS BY PHONE
CALL NOW FROM YOUR MOBILE OR A LANDLINE
0330 0888 450
THE CELTIC TRAVELLING BOOKS SECURE 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

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OPEN UP FOR YOUR PHONE PAYMENTS TOOLKIT

Get started in 5 easy steps

Payment at the Book Fair has never been easier with our new Phone Payment service, allowing parents to pay for individual purchases using a debit/credit card over our secure payment telephone line, **0330 0888 450**

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#

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: € _____

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Customer name: _____

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PAYMENT SLIPS

0330 0888 450

Call 0330 0888 450

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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