NEW



## PHONE PAYMENTS AT YOUR



01 568 6327

THE SECURE CELTIC TRAVELLING BOOKS PAYMENT LINE



OPEN UP FOR YOUR PHONE PAYMENTS TOOLKIT

www.celtictravellingbooks.com/phone-payment

#### Get started in 5 easy steps

Payment at the Book Fair has never been easier with our new Phone Payment sevice, allowing parents to pay for individual purchases using a debit/credit card over our secure payment telephone line, 01 568 6327

- 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.)
- 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 **01 568 6327**.

#### TEST CARD

4444 3333 2222 1111# Expiry date 01 25# CVV no. 123#

- 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.

## 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: €
Customer name:	
Transaction code:	Amount: €
Customer name:	
Transaction code:	
Customer name:	
Transaction code:	
Customer name:	
Transaction code:	Amount: €
Customer name:	
Transaction code:	Amount: €
Customer name:	
Transaction code:	Amount: €

## **PAYMENT SLIPS**

Photocopy for parents

01 568 6327

This call will be charged at your standard mobile rate.

	transaction code. You will be asked for your card nu	e have your school's Customer I.D. number ready together with a pen to record your action code. You will be asked for your card number, expiry date, the three digit security per 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 Fa This call will be charged at your standard mobile rate.		
	Call 01 568 6327  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 Fa This call will be charged at your standard mobile rate.	air Organiser and take your purchase.	
Call 01 568 6327  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.			
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	Name:	School Customer I.D. no.:	
	Transaction code:	Amount: €	
	Please give the completed slip back to your Book Fa	air Organiser and take your purchase.	



MEW



# PAY FOR YOUR BOOKS BY PHONE

CALL NOW FROM YOUR MOBILE OR A LANDLINE

01 568 6327

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 slip to your Book Fair Organiser and take your purchase

All calls will be charged at your network's standard rate.

www.celtictravellingbooks.com

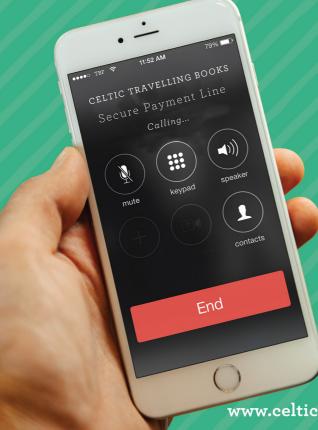
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