



**CHIJ ST. THERESA'S CONVENT**  
**Secondary 2 to 5 Students (2026 Cohort)**  
**Instructions For Purchase of Textbooks & Stationery**

<b>(I) Online Order</b>	1 Login to Pacific Bookstores Website - <a href="https://www.pacificbookstores.com">https://www.pacificbookstores.com</a> - Online order is not applicable to student who is under the MOE/School-based Financial Assistance Scheme (FAS) as she has to produce the letter of approval issued by the school during self-collection in the school
2 purchase options: - Home Delivery Service - Self-collection at the School Bookshop	2 Online order start date: 13 Nov 2025, 9.00am 3 Last day for online order: 13 Dec 2025 by 6.00pm 4 Home Delivery Dates: As shown on the online website
<b>(a) Home Delivery Service</b>	5 Local delivery charge of \$14.90 (inclusive of GST) per location 6 Delivery Date and Time - To be selected when placing orders online
<b>(b) Self-Collection at the School</b>	7 Self-Collection Date and Time - To be selected when placing orders online
<b>Mode of Payment</b>	8 Debit Cards and Credit Cards; PayNow (QR code) - Applicable for online order regardless of whether you have opted for Home Delivery or Self-Collection
<b>Online Customer Service</b>	9 Tel No. - 6929 8012 (Mondays to Fridays, 9.00am to 5.00pm excluding eve of Public Holidays) Email - <a href="mailto:sales@pacificbookstores.com">sales@pacificbookstores.com</a>

<b>(II) Non-Online Order</b>	1 Purchases to be ordered and paid directly at the School Bookshop is strictly <b>by e-appointment only</b> - Refer to para on "How to Book an Appointment" (same booking app as the school's uniform supplier) - Refer to para on "Bookshop Dates and Time" for details
- Purchases made directly at the school bookshop	2 <u>Student who is under MOE/School-based Financial Assistance Scheme (FAS)</u> - Order and collect directly at the school bookshop - Must produce the letter of approval issued by the school - Refer to para on "How to Book an Appointment" (same booking app as the school's uniform supplier) - Refer to para on "Bookshop Dates and Time" for details
<b>Mode of Payment</b>	3 Cash, PayNow (Scan & Pay), NTUC Care (Back-to-School)
	4 Not applicable to student who is under MOE/School-based FAS (must produce the letter of approval issued by the school)
<b>Contact Details</b>	5 Tel No. - 9048 2460 (WhatsApp) (Weekdays, 9.00am to 3.00pm) / 6929 8012 (Customer Service) Email - <a href="mailto:sales@pacificbookstores.com">sales@pacificbookstores.com</a>

<b>(III) How to Book an Appointment</b>	1 Via <a href="https://www.picktime.com/home/chijstc2025">https://www.picktime.com/home/chijstc2025</a> 2 Select the date and time slot 3 Fill in the details required and submit your request 4 You will receive an email notification to confirm your appointment
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<b>(IV) Bookshop Dates and Time</b>	1 Nov 2025: 27 and 28 Dec 2025: 2, 3, 4, 5, 8, 9, 10, 15, 26 and 29 2 Open: Mondays to Fridays, 9.00am to 3.00pm (ends at 4pm on 26 and 29 Dec 2025) Closed: Saturdays, Sundays & Public Holidays
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<b>(V) Exchange of Books and Stationery</b>	1 Book an appointment if you wish to have the exchange done in Nov/Dec 2025 2 Exchange of books & stationery can also be done in Jan 2026 3 Must produce the original receipt for the exchange of books & stationery 4 Items to be exchanged must be in good condition Book with name written on it will not be accepted for exchange
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