

## **COURIER INFORMATION FOR BDS GROUPS**

Each group can decide how they would like to return their books. One option is to purchase courier bags from the BDS. We purchase several sizes of prepaid courier bags from CourierPost on behalf of BDS groups.

If you choose to purchase these courier bags, then to return your books you can:

- leave the book parcel at any NZ PostShop OR
- phone CourierPost on 0800 268 7437 and they will collect your book parcel at no extra cost (this is not available for rural delivery addresses).

### **Price of courier bags for 2010/2012:**

#### **LINEFLOW Pack of 10 = \$105**

Size = 395 mm x 440 mm (fits 7 to 12 average-sized paperbacks)

#### **FOOLSCAP Pack of 10 = \$85**

Size = 275 mm x 380 mm (fits 6 or less average-sized paperbacks)

#### **A4 Pack of 10 = \$75**

Size = 250 mm X 325 mm (suitable for overflow books)

### **Bag Sizes**

Book sizes do vary. Sometimes a complete set does not fit into one bag. **We recommend that groups also purchase a pack of A4 bags to accommodate any overflow of books during the year.**

### **Payment for Courier Bags**

#### **How to Pay**

Prepayment is required in full before the bags can be sent.

#### **Payment Choices:**

We prefer that groups pay either by Internet Banking OR a direct bank deposit at any branch of the Bank of New Zealand.

Bank account details and your group's individual six-digit bank identification code are included in the Re-Enrolment Packs. If you're a new group or don't have this to hand, then please contact us for details (telephone or email).

You can pay by cheque to the BDS, PO Box 7126, Christchurch, 8240. Cheques should be made payable to the **Book Discussion Scheme**.

### **Further information about returning CourierPost Bags**

As advised, you can:

- *Leave the courier bag at any NZ PostShop*  
Because of the arrangement we have with CourierPost, NZ Post Shops cannot charge BDS groups for any courier bags dropped at the counter or for bags deemed to be exceeding a weight limit. Should this happen, please call the BDS office to report the incident.
- *Phone CourierPost for them to pick the book parcel up at no extra charge*  
You can call CourierPost on 0800 268 7437 and they will collect the bag from a pre-arranged address. To make this pick up even easier, we suggest that you register a site code with CourierPost (phone the 0800 number to do this). You will then be able to phone their 0800 number without having to give your address each time.

In either situation please keep the top sticker for reference. This is required for track-and-trace purposes should the parcel go missing.