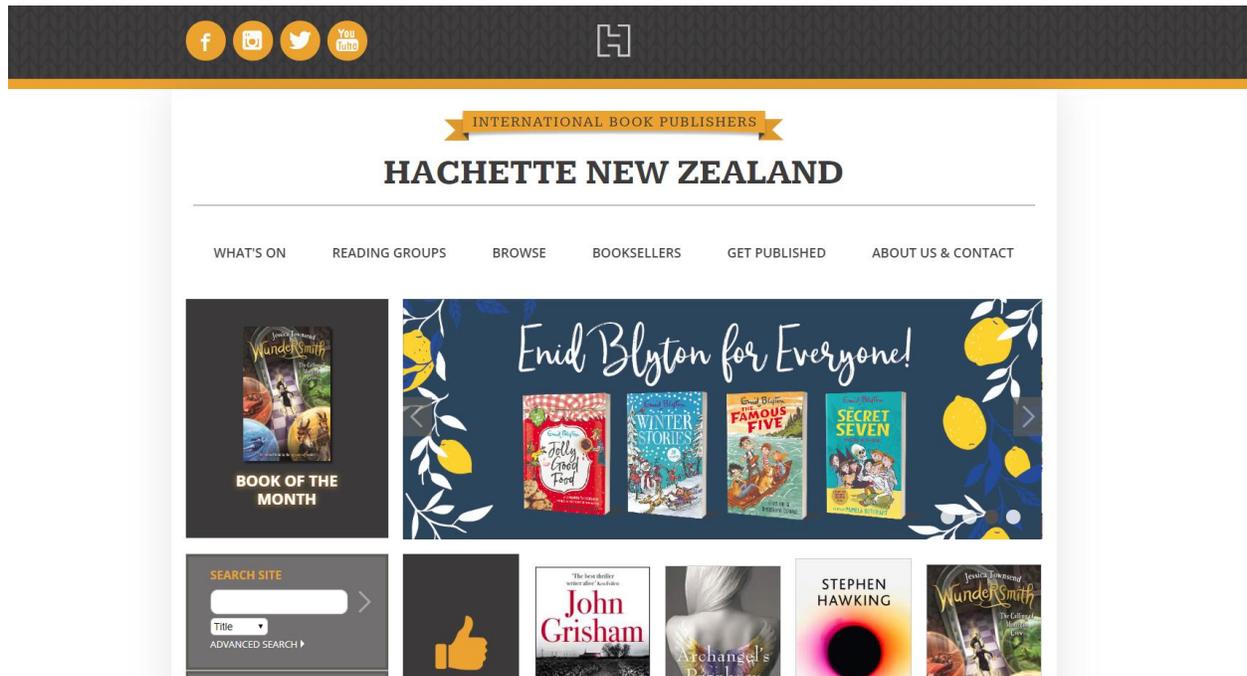


How to download order forms and Book News from the Hachette NZ website

1. Go to www.hachette.co.nz in your web browser.



2. Click on BOOKSELLERS: <https://www.hachette.co.nz/booksellers/>



- On the BOOKSELLERS page scroll down to find the month you need. The latest month will be at the top of the page.

The screenshot displays the Hachette NZ website interface. On the left, there is a sidebar with a 'BOOK OF THE MONTH' section featuring the book 'WonderSmith' by Joanne Tompkins. Below this is a search bar with a 'Title' dropdown and an 'ADVANCED SEARCH' link. Further down is a 'SIGN UP TO WIN BOOKS' section with input fields for 'EMAIL ADDRESS' and 'FIRST NAME'. At the bottom of the sidebar is the Hachette NZ logo and a Facebook 'Like Page' button showing 25K likes.

The main content area is titled 'BOOKSELLERS' and includes a paragraph: 'All our order forms are available below along with downloadable point of sale. You'll also find answers to the most frequently asked questions. If you're after covers, blurbs or author info click the button on the right to head to our ATI site. You'll just need your ADS account number to access this section.' A 'Go to ATI site' button is located to the right of this text.

Below the 'BOOKSELLERS' section is a 'BOOKNEWS AND ORDER FORM DOWNLOADS' section, which is organized into four monthly categories:

- MARCH ORDER FORMS AND BOOKNEWS:** Includes links for 'March Booknews', 'HNZ Adult Order Form', 'HNZ Adult Indent Order Form', and 'HCB Children's Order Form'. A book cover for 'TO KILL THE TRUTH' by Sam Bourne is featured.
- FEBRUARY BOOKNEWS & ORDER FORM:** Includes links for 'February Book News', 'HNZ Adult Order Form', 'HNZ Adult Indent Order Form', and 'HNZ Childrens Order Form'. A book cover for 'QUEENIE MALONE PARADISE HOTEL' by Ruth Hogan is featured.
- JANUARY BOOKNEWS & ORDER FORM:** Includes links for 'January Booknews', 'HNZ Adult Order Form', 'HNZ Indent Order Form', and 'HCB Childrens Order Form'. A book cover for 'CALL ME EVIE' by J.P. Pomare is featured.
- DECEMBER BOOKNEWS & ORDER FORM:** Includes links for 'December Booknews', 'HNZ Adult Order Form', and 'HNZ Adult Indent Order Form'. A book cover for 'PHOTOS OF YOU' by Tammy Robinson is featured.

Each category lists download options for 'ALB' (Audio Library) and 'PDF' (Point of Sale) files. The PDF files are highlighted with a grey background, indicating they are the primary focus for downloading book news.

- Click on the grey PDF file to download a PDF file of the Book News. A blank page will open and your file will download.



5a. Click on the yellow XLS icon to download a spreadsheet of the order form. A blank page will open and your file will download.



5b. Click on the grey PDF file to download a PDF file of the order form. A blank page will open and your file will download.

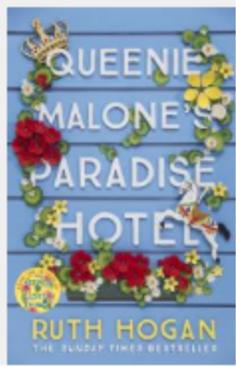
FEBRUARY BOOKNEWS & ORDER FORM

February Book News

HNZ Adult Order Form

HNZ Adult Indent Order Form

HNZ Childrens Order Form



6. Your downloaded files can be found in your Downloads folder on your computer.

