

**Phoenix and Sibs Publishing House, Inc. will be accepting pre-orders starting June 15, 2020.  
Below is the procedure for orders and payments.**

# **Purchase Options of Phoenix/Sibs Books**

**OPTION A.  
ONLINE PURCHASE AND PAYMENT**

**OPTION B.  
PURCHASE DURING FACE-TO-FACE ENROLMENT**

**OPTION A.**  
**ONLINE PURCHASE AND PAYMENT**  
(WILL START ON JUNE 15, 2020 UP TO JUNE 26, 2020)

**ORDERING**

1. Log-in to Phoenix/Sibs online purchase link: <https://stcqc.phoenix.com.ph>

2. Completely fill-up the required fields, the order form and submit.

**PAYMENT**

1. Pay the order thru bank transfer or bank deposit after placing the order to the following BPI account.

Account Name: Phoenix Publishing House, Inc.  
Account No.: 4461003244  
Branch: BPI Fishermall

2. Upload the proof of payment or bank deposit

**Note: All online orders must be fully paid before we process your orders, unpaid online orders will be cancelled within two (2) working days from the date of order**

**NOTIFICATION OF ORDER STATUS**

1. Wait for the notification validation of payment, processing and completion of order (within 2 working days).

2. All orders will be picked-up in school during enrolment period.

**CLAIMING OF ORDER AT SCHOOL**

1. Proceed to the releasing counter.

2. Show proof of order and payment and present valid IDs.

3. Check the books and receipt before leaving.

**OPTION B.**  
**PURCHASE DURING FACE-TO-FACE ENROLMENT**  
**(JUNE 29 TO JULY 24, 2020)**

1. Get order form.

2. Fill-up order form.

3. Submit the form, pay and  
get receipt at the cashier.

4. Claim the books at the  
releasing counter.