

Online ordering at WWW.HARDTOFIND.CO.NZ

To order a book online at www.hardtofind.co.nz, select the **stock search** link located at the top of the hard to find books home page.



Figure 1

This will display the 'Stock Search' page as shown below in Figure 2.

The image shows the 'stock search' page. At the top, there is a header with the site name and navigation links. Below this, the text 'stock search' is displayed. A search instruction reads: 'Enter your search options and hit the Search Now! button to begin your search.' There are four input fields for 'Author', 'Title', 'Publisher', and 'Subject'. The 'Author' field contains the text 'hemingway'. To the right of these fields is a blue 'Search Now!' button, which is highlighted by a red arrow. Below the input fields are several options: 'Match' with radio buttons for 'All fields' and 'Any fields'; 'Order by' with radio buttons for 'Title', 'Author', and 'Price'; 'Sort' with radio buttons for 'Ascending' and 'Descending'; 'Attributes' with checkboxes for 'Dust Wrapper' and 'First Edition'; and 'Results per page' with a dropdown menu set to '10'.

Figure 2

Enter the details you wish to search on. *In the example 'Hemingway' was used.*

Click the **Search Now!** button when you are ready to search. This will return the search results as shown in Figure 3.

The image shows the search results page. At the top, there is a header with the site name and navigation links. Below this, the text 'search results' is displayed. A section titled '13 matches found.' contains a list of search results. The first result is highlighted with a red arrow and is: 'COLLECTED POEMS - NZ\$48.60 (approx US\$22.62) HEMINGWAY, ERNEST'. Below this, there are three more results, each with a brief description of the book's condition and price. The results are: 2. ISLANDS IN THE STREAM - NZ\$24.30 (approx US\$11.31) HEMINGWAY, ERNEST; 3. ISLANDS IN THE STREAM - NZ\$24.30 (approx US\$11.31) HEMINGWAY, ERNEST; and 4. HEMINGWAY - NZ\$20.25 (approx US\$9.43) HEMINGWAY- LANIA. LEO:

Figure 3

To view more information about a book, click the Book Title shown in green. This will display the 'View Details' page as shown in Figure 4.

hard to find.books
[stock search](#) / [about us](#) / [contact us](#) / [terms of trade](#) / [home](#)

[view details](#)

Stock ID: 3495
Author: HEMINGWAY, ERNEST
Title: COLLECTED POEMS
Sub-Title:
Publisher: PIRATED EDITION SAN FRANCISCO 1960
Description: first edition thus 28pp VG in wraps (sl discoloration, minor scuffing to spine with sl tear to foot, staples sl rusting, minimal foxing, owners name on fep)
Comments: originally published in paris.50c on rear cover
Price: NZ\$48.60 (approx US\$22.62)
Keywords: modern first edition poetry
Catalogue: modern first edition
Book ID: wj120


 [Add to Cart](#)

Figure 4

If you'd like to purchase the item, click the  [Add to Cart](#) link. This will display your cart as shown below:


hard to find.books
[stock search](#) / [about us](#) / [contact us](#) / [terms of trade](#) / [home](#) [view cart - check out](#)

[my cart](#)

Title	Author	Price	
COLLECTED POEMS	HEMINGWAY, ERNEST	48.60	 Remove
TOTAL:		\$48.60	

* 1 item in your cart

Figure 5

To add more books to your cart, click [stock search](#) and select the  [Add to Cart](#) link for each item you'd like to purchase. Once you've added an item to your cart, the [view cart - check out](#) link will appear at the top of every page. To view your cart simply click 'view cart'. When you have finished shopping, select the 'check out' link. This will display the 'confirm order' screen as shown below in Figure 6.

hard to find.books
[stock search](#) / [about us](#) / [contact us](#) / [terms of trade](#) / [home](#) [view cart - check out](#)

[confirm order](#)

Title	Author	Price
COLLECTED POEMS	HEMINGWAY, ERNEST	48.60
TOTAL:		\$48.60

[Edit Cart](#) [Proceed to Step 2](#)

Figure 6

Check that your order is correct. If you'd like to change the order, select [Edit Cart](#)

Select [Proceed to Step 2](#) when you're ready to order. This will display the Billing Details screen as shown below in Figure 7.

hard to find.books
stock search / about us / contact us / terms of trade / home ■ view cart - check out

billing details

Your Details

Name: *	<input type="text" value="John Smith"/>
Delivery address: * <i>Please provide Postal / Zip Code & Country</i>	<input type="text" value="123 Bell Place"/> <input type="text" value="Glenfield"/> <input type="text" value="Auckland"/> <input type="text" value="New Zealand"/>
E-Mail: *	<input type="text" value="john.smith@hotmail.com"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Comments:	<input type="text"/>

Shipping

Shipping Method: * <i>Shipping costs calculated at dispatch</i>	<input checked="" type="radio"/> NZ Postage <input type="radio"/> Air Mail (1 week) <input type="radio"/> Econair (2-4 weeks) <input type="radio"/> Express (details will be provided)
Shipping Notification:	<input checked="" type="checkbox"/> Please notify me of shipping costs before dispatch.

Payment

Payment Method: *	<input checked="" type="radio"/> Bank Cheque (details will follow) <input type="radio"/> Credit Card
Credit Card Type:	<input type="radio"/> Mastercard <input type="radio"/> VISA <input type="radio"/> American Express
Credit Card Number:	<input type="text"/>
Credit Card Name:	<input type="text"/>
Expiry Date:	<input type="text"/> <input type="text"/>

* Denotes a required field.

[Clear Fields](#) [Place Order](#)

Figure 7

Enter your details in the corresponding fields. All fields displaying an asterisk * need to contain information.

Selecting to pay by Bank cheque will disable the credit card sections.

Once you have entered all the required information, select [Place Order](#). If you have missed a required field, a message will be displayed telling you what field is missing information. Fill in the missing field, and then select the 'place order' button again.

Your order summary will be displayed once the order has been placed. If you selected to pay by bank cheque, details of where to send the cheque to are shown on this page, along with the order details and your customer details.

hard to find.books
[stock search](#) / [about us](#) / [contact us](#) / [terms of trade](#) / [home](#)

order summary

Thank you for ordering with Hard to Find Books!

Please keep your order number (below) to ensure speedy correspondence.

Please make sure that all information is correct. For any changes, please call or [e-mail us](#).

Order Number: 231

Your order has been submitted, and details are below.

Your payment method is by "Bank Cheque". We will send you a confirmation email shortly that will confirm the Total Price of your order including postage costs. Once you've received this confirmation, please send cheque along with your Order Number to:

Hard to Find Books
 PO Box 927
 Whangarei
 New Zealand

order details

Title	Author	Price
COLLECTED POEMS	HEMINGWAY, ERNEST	48.60
TOTAL:		\$48.60

customer details

Your Details	
Name:	John Smith
Delivery address:	123 Bell Place Glenfield Auckland New Zealand
E-Mail:	john.smith@hotmail.com
Shipping	
Shipping Method:	NZ Postage
Payment	
Payment Method:	Bank Cheque

Figure 8

If you have any further enquiries or questions, please email us at books@hardtofind.co.nz

