Datos Alumno:

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| **Solicitud de libros de texto curso 2022 - 2023** |
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| Nombre del alumno:  Curso**: 1º GESTIÓN ADMINISTRATIVA** |

Datos factura:

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| Nombre:  NIF/CIF:  Dirección: |

Marque los libros que quiere adquirir

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|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Libro** | Editorial | ISBN | Precio  Colegio | Sí | | **1** | TRATAMIENTO INFORMATICO DE LA INFORMACIÓN (Ed. 2021) | EDITEX | 9788413218786 | 34,68 |  | | **2** | OPERACIONES ADMINSTRATIVAS DE LA COMPRAVENTA (Ed 2018) | MCGRAW HILL | 9788448614195 | 33,73 |  | | **3** | TÉCNICA CONTABLE (Ed 2021) | MCGRAW HILL | 9788448623012 | 30,88 |  | | **4** | COMUNICACIÓN EMPRESARIAL y ATENCIÓN AL CLIENTE (Ed 2020) | MAC MILLAN | 9788417899400 | 31,83 |  | | **5** | EMPRESA Y ADMINISTRACIÓN (Ed 2021) | EDITEX | 9788413215617 | 33,73 |  | | **6** | FORMACIÓN Y ORIENTACIÓN LABORAL  (ED 2022) | PARANINFO | 9788413679143 | 13,30 |  | | **7** | OFFICE ADMINISTRATION ( STUDENT´S BOOK) 2nd edition | BURLINGTON BOOKS | 9789925308880 | 25,13 |  | | **8** | OFFICE ADMINISTRATION ( WORKBOOK) 2nd edition | BURLINGTON BOOKS | 9789925308897 | 16,39 |  | | **9** |  |  |  |  |  | | **10** |  |  |  |  |  | |  | Importe total | | | **219,64** |  | |  | Importe total a ingresar \* | | | | ***€*** | |  | *\* Sumar el importe total de libros solicitados* | | | | |  * He solicitado libros * Firmado: |

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| Colegio Santa María de los Apóstoles  Calle Madre Nazaria, 5  28044, Madrid  🕿 91 462 74 11  info@colegiosma.com |

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Enviar la solicitud y justificante de pago al correo [**libros@colegiosma.com**](mailto:maria.huerta@colegiosma.com) **antes del día 20 DE JULIO de 2022.** Desde el **1 de SEPTIEMBRE** nos pondremos en contacto con ustedes para acordar el día y la hora de recogida.