



## PAYMENT OF LEVIES AND BOOKLIST ORDERING INSTRUCTIONS FOR 2017

For a fast, simple and secure way to place your order visit [www.officemaxschools.com.au](http://www.officemaxschools.com.au) and follow these easy steps:

1. Search for your school: Belmont High School and enter your school access key:  
**28JS3R**
2. Complete the student's details and select the class or subjects they are enrolled in for 2017
3. Review your requirements list and make changes (if required)  
If you wish to add another student's order select 'Add another Student' and repeat steps 3 – 5 for that student
4. If you need additional items, top up from the *Back to School* special range and checkout.
5. *Please Note: If you have purchased any eBooks you will receive a separate activation email and any technology items you order will be sent separately to the rest of your items.*

Payment methods available online are **PAYPAL®**, **VISA®** OR **MASTERCARD®**. Your card will be charged immediately at the time of placing your order. An order confirmation will be sent to your specified email address.

### ORDER DEADLINES and DELIVERY INFORMATION

Your order will be delivered to your home or work.

- Orders placed on or before 4<sup>th</sup> December 2016 will be delivered free of charge before the end of December 2016
- Orders placed between 5<sup>th</sup> December 2016 and 11<sup>th</sup> December will be delivered free of charge before the beginning of Term 1, 2017
- Orders placed between 12<sup>th</sup> December 2016 and 18<sup>th</sup> December 2016 will incur a delivery fee of \$9.95, and be delivered before the beginning of Term 1, 2017

**Please contact OfficeMax on 1800 004 427 with any queries.**

For full terms & conditions and other important information regarding your order, please visit the FAQ page at [www.officemaxschools.com.au](http://www.officemaxschools.com.au)

