



## PAYMENT OF LEVIES AND BOOKLIST ORDERING INSTRUCTIONS FOR 2018

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:  
**6RZ4Y**
2. Complete the student's details and select the class or subjects they are enrolled in for 2018
3. Review your requirements list and make changes (if required)  
*Please note:* some list items have been listed by the school as a requisite for the subject or year.
4. If you need additional items, top up from the *Back to School* special range and checkout.  
*Please note:* For home deliveries only, if you have more than one student at the school, repeat above steps.

Once completed, an order confirmation will be sent to your email address.

*Please Note:* Any technology items you order will be sent separately to the rest of your items. If you have purchased any eBooks you will receive a separate activation email.

### Payment Methods Accepted

OfficeMax accepts **PAYPAL®**, **VISA®** OR **MASTERCARD®**



Your card will be charged immediately at the time of placing your order.

### ORDER DEADLINES and DELIVERY INFORMATION

#### Home Delivery:

Your order will be delivered to your nominated address.

- Orders placed on or before 3<sup>rd</sup> December 2017 will be delivered free of charge before the end of December 2017
- Orders placed between 4<sup>th</sup> December 2017 and 17<sup>th</sup> December will be delivered free of charge before the beginning of Term 1, 2018
- Orders placed after 17<sup>th</sup> December 2017 and before 31<sup>st</sup> December 2017 will incur a delivery fee of \$19.90 and be delivered before the beginning of Term 1, 2018
- Orders placed after 31<sup>st</sup> December 2017 will incur a delivery fee of \$19.90, and cannot be guaranteed to be delivered before the beginning of Term 1, 2018

**Australia Post** – Orders are delivered via Australia Post's eParcel service. As soon as your order is despatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at [auspost.com.au](http://auspost.com.au)

**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)



