 

**PAYMENT OF LEVIES AND BOOKLIST ORDERING**

**INSTRUCTIONS FOR 2019**

Ordering is fast, secure and convenient, just visit **OfficeMaxSchools.com.au** and follow these easy steps:

1. Search for your school: Belmont High School, Belmont, VIC and enter your school access key:

 **6SS9X**

1. Complete the student’s details, select the Year level then the relevant subjects they are enrolled in for 2019.
2. Review your requirements list and make changes (if required)

 *Please Note:* some list items have been denoted by your school as a requisite for the subject or year.

1. 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 same 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.*

**ORDER DEADLINES and DELIVERY INFORMATION**

**Home Delivery:**

Your order will be delivered to your nominated address.

* Orders placed on or before 2nd December 2018 will be delivered free of charge before the end of December 2018
* Orders placed between 3rd December 2018 and 16th December will be delivered free of charge before the beginning of Term 1, 2019
* Orders placed between 17th December 2018 and before 31st December 2018 will incur a delivery fee of $12.95 and be delivered before the beginning of Term 1, 2019.
* Unfortunately, delivery of orders placed after 31 December 2018 will incur a delivery fee of $12.95 and cannot be guaranteed to arrive before the start of Term 1, 2019.

**Australia Post** – Orders are delivered via Australia Post’s eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at auspost.com.au **Note**: *PO Box addresses are not accepted by Australia Post.*

Payment Methods Accepted OfficeMax accepts **PAYPAL®, Zip, VISA® OR MASTERCARD®.**

**HAVE A QUESTION?**

If you need help placing your order, returns or refunds, delivery information or have a general enquiry, please visit [OfficeMaxSchools.com.au](http://www.officemaxschools.com.au)/help

*To view all full terms and conditions regarding your order, please visit OfficeMaxSchools.com.au/terms*