



2018 Year 4 Backpack Requirements

Aranda Primary School 2018 Bookpacs are now available to order via the 'Back to School' supplier OfficeMax. Parents and carers will order and make payment for their child's Bookpac directly through OfficeMax this year, rather than the school.

Attached to this information sheet is the 2018 Requirements List for **Year 4**.

The following information has been provided from OfficeMax to assist with the Bookpac ordering process. Please note that this process will need to be repeated for each individual student's Bookpac order.

ORDERING, DELIVERY AND PAYMENT INSTRUCTIONS

Visit www.officemaxschools.com.au

- School Search.
Enter **Aranda Primary School**. The search result will bring up Aranda Primary School, Aranda, ACT. Select the result option.
- Get the Requirements List.
Enter the **access key 6UT4R** (case sensitive) into the box. Select *Go*.
- Student Details:
Part A: enter the *Student Details* including First and Last Name. Select **Year 4** from the drop down tool.
Part B: the system will by default select the required Bookpac list. Select *View Requirements List*.
- Requirements List.
The price for the **Year 4** Bookpac requirements will appear as **\$89.26** (inc GST). Select *Go straight to checkout*.

Note: *There is an option to purchase extra items such as additional stationery, drink bottles and lunch boxes etc, however these items will be delivered with the bookpacs and cannot be collected separately prior to the commencement of the school year.*

- Shopping Cart.
The order will appear with a total amount. Select *Checkout*.
- Delivery & Payment Details
Part 1 – Delivery:
All 2018 Bookpacs will be delivered directly to Aranda Primary School, this is set as the default delivery address. Enter the **Students** First and Last names. Enter the email address and contact phone number of the **parent/carer** making the order. Select *Confirm, next to payment details* to continue.

Bookpacs will be distributed to students at school directly during Week 1, Term 1 2018.

Banambila St, Aranda ACT 2614

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Please note the following delivery information:

Date Orders Placed	Delivery Date	Delivery Charge
On or before 17 December 2017	Bookpacks will be delivered directly to Aranda Primary School prior to the commencement of Term 1, 2018.	No delivery charge
No orders will be accepted from 18 December 2017 till 29 January 2018		
After 29 January 2018	Bookpacks will be delivered directly to Aranda Primary School; however delivery may not occur prior to the commencement of Term 1, 2018. The school will put in place measures to ensure that students are not without access to resources in the interim.	\$12.95

Part 2 – Payment:

All payments for Bookpacks will be made directly through OfficeMax at the time of ordering. No payments will be accepted directly by the school.

Select your preferred payment option – Credit Card (VISA or MASTERCARD), PayPal or zipPay. Select *Complete and make payment*. Follow the instructions to make payment and finalise the order.

HAVE A QUESTION?

If you need assistance placing your order, returns or refunds, delivery information or have a general enquiry, please visit www.officemaxschools.com.au/help or call 1800 004 427.

To view the full terms and conditions regarding your order, please visit www.officemaxschools.com.au/terms