

## ORDERING INSTRUCTIONS

Ordering is fast, secure and convenient, just visit [officemaxschools.com.au](http://officemaxschools.com.au) and follow these easy steps:

1. Search for your school Southern Cross Catholic College, Scarborough, QLD and enter your school access key **25YP3D** if required.

2. Complete the student's details and select their class (for primary schools) or subjects (for secondary schools).

3. 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.

4. If you need additional items, top up from our 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:* 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 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 home or work.

- Orders placed on or before 4th December 2016 will be delivered free of charge before the end of December 2016
- Orders placed between 5th December 2016 and 18th December 2016 will incur a delivery fee of \$9.95, and be delivered before the beginning of Term 1, 2017
- Orders placed after 18th December 2016 and before 31st December 2016 will incur a delivery fee of \$19.90, and be delivered before the beginning of Term 1, 2017
- Unfortunately, delivery of orders placed after 31st December 2016 cannot be guaranteed before the start of Term 1, 2017

Note: Any orders placed after 18th December are subject to variance in stock levels.

**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](http://auspost.com.au).

*Note: PO Box addresses are not accepted by Australia Post.*

### 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/help](http://officemaxschools.com.au/help). To view our full terms and conditions regarding your order, please visit our [officemaxschools.com.au/terms](http://officemaxschools.com.au/terms)