Chelsea Heights Primary School
Year 6 2014

The attached order form lists items selected by Chelsea Heights Primary School as being required for this school year curriculum. Please read all the information on these forms and if you would like to collect your order from school on Friday, 24 January 2014 complete your order online or return your completed order form by Monday, 09 December 2013.

If in the event you cannot place your order by Monday, 09 December 2013, the website will remain open for home or company address delivery only. Orders placed before Tuesday 31st December 2013, will be delivered prior to Term 1 2014.

Option 1 – Order Online

For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow the easy steps.

- Search for your school: Chelsea Heights Primary School
- Enter your school password: 13341BTS
- Enter Student’s Name and select their Year Level
- Select the quantities of items you wish to order. Click ‘Add items to Cart’.
- Review the items in your shopping cart and proceed by selecting ‘Order Online’.
- Enter your contact details, delivery address and payment details. ‘Place Order’ to complete your order.

Your online order must be completed by Monday, 09 December 2013 if you want to pick up your order on the Collection Day. Orders can be paid by 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.

OR

Option 2 – Order using Form – Form must be returned to school by Monday, 09 December 2013.

Order your child’s stationery requirements by completing the attached order form and returning it to Chelsea Heights Primary School by Monday, 09 December 2013.

Please ensure all sections are filled out correctly. Please tick the items required on the stationery list.

Payment options for form orders:

If you have more than one child at Chelsea Heights Primary School, please ensure all the details relating to the payment method selected (including card details where relevant) are on each form.

1. Prepayment:
   To avoid delays on the collection day you can prepay for your order by VISA, MASTERCARD or MONEY ORDER. Money Orders should be made out to OfficeMax. NO PERSONAL CHEQUES WILL BE ACCEPTED.
   If paying by card, your card will be charged at the time we process your order, which will be between the above form return date and delivery of the goods. In the event of minor variations between the Total Order amount shown on your order form and the actual order value, adjustments will be made to the amount charged to your credit card. Contact will be made in the event of discrepancies over $10.00.

2. Payment on the Collection Day:
   EFTPOS, VISA, MASTERCARD, CASH and MONEY ORDERS will be accepted on the Collection Day.
   Any unpaid orders not collected on Collection Day will be returned to OfficeMax and the order cancelled.

Please contact OfficeMax on 1800 004 427 with any queries.
Chelsea Heights Primary School
Year 6 2014

DELIVERY SERVICE
Orders sent to a nominated address are subject to a delivery fee of $6.95 inc. GST per order. Full order value including delivery must be prepaid. Delivery will be to the address listed on the Order Form (page 3). Please ensure that the delivery address details are correct. Please note that PO Boxes are NOT allowed. Delivery orders will be sent out via Australia Post. A specific time of delivery cannot be requested. In the event that nobody is available to receive the delivery, the driver will attempt to find a safe place to leave your goods. In the event the driver cannot locate a safe place to leave, a card will be left and your goods will be taken to the local Post Office for collection.

PACKING & HANDLING
All orders placed prior to 31 December 2013 will incur a $3.30 Inc GST packing & handling fee. All orders placed after 31 December 2013 will incur a $9.95 Inc GST packing & handling fee.

BULK ITEMS SENT DIRECTLY TO THE SCHOOL
Any tissues and paper items will be sent to the school in bulk at the beginning of the school year, to be distributed by the school.

MISSING ITEMS
Claims must be addressed with OfficeMax no later than 7 days after you have received your goods. Please note that missing items will be sent directly to you via Australia Post.

PRODUCT SUBSTITUTION
If a product is unavailable at the time of packing, the product may be substituted with a similar product of the same or greater value.

BACK ORDERED ITEMS
If a product is unavailable and cannot be substituted the product will be placed on back order. Back ordered products will be sent to the school when OfficeMax receives the product from the supplier. The school will distribute on our behalf.

REFUNDS
NO REFUNDS WILL BE ISSUED ON THE PICK UP DAY
Our goods come with guarantees under the Australian Consumer Law. Without limiting your rights where guarantee is not complied with and in addition to those rights, we will accept goods for refund (except product codes starting with 5, 8 or 9) if returned in original condition within 14 days of delivery.

PRODUCT CODES – STARTING WITH 5
Product codes starting with the number 5 are school curriculum codes. OfficeMax collects payment for these on behalf of Chelsea Heights Primary School and these items or services are distributed by the school in 2014. If you only order items starting with the number 5 and no other stationery items, there will be no pack delivered to you.

PICK UP DAY
Please collect your order between the times designated (unless you have selected delivery to a nominated address). Make sure you retain Pages 1 & 2 for relevant information regarding Collection Day.

Date: Friday, 24 January 2014
Time: 8:00am - 1:00pm

Student’s Name: ____________________________
Year Level: ________________________________
Total Amount: _____________________________
Prepaid: YES/NO

Please contact OfficeMax on 1800 004 427 with any queries.
# Chelsea Heights Primary School

## 2014 Requirements for Year 6

**Payment methods available online:** PayPal, Visa & MasterCard

### Order Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student First Name</td>
<td>Student Last Name</td>
</tr>
<tr>
<td>Parent First Name</td>
<td>Parent Last Name</td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td>Post Code</td>
</tr>
<tr>
<td>Daytime Phone No.</td>
<td>Mobile Phone No.</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

### Delivery Details

- Delivery Method: 
  - [ ] Delivery to Company/Home Address (Must be Pre-Paid)
  - [ ] Collection Day Pick Up

Please fill in below only if you have selected for your order to be delivered to a Company/Home Address. Leave Blank if same as above.

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Delivery Address</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td>Post Code</td>
</tr>
</tbody>
</table>

### Pre Payment Details

**Please ensure if you choose Credit/Debit Card that the Card Security Code is supplied**

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method</td>
<td></td>
</tr>
<tr>
<td>Credit/Debit Card No.</td>
<td></td>
</tr>
<tr>
<td>Expiry Date</td>
<td></td>
</tr>
<tr>
<td>Cardholders Name</td>
<td></td>
</tr>
<tr>
<td>Cardholders Signature</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone No.</td>
<td>Mobile Phone No.</td>
</tr>
<tr>
<td>Money Order Barcode No.</td>
<td></td>
</tr>
<tr>
<td>Authorised Amount</td>
<td></td>
</tr>
<tr>
<td>Card Security Code</td>
<td></td>
</tr>
</tbody>
</table>

### OfficeMax Use Only

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Entered:</td>
<td>Order Entered By:</td>
</tr>
<tr>
<td>WWW Reference</td>
<td>Order Number:</td>
</tr>
<tr>
<td>HD Processed (if req):</td>
<td>Order Number:</td>
</tr>
<tr>
<td>Total Order Amount</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

Order Number: 26957900

Paid/Unpaid: PAID / UNPAID

Money Order Registered: YES / NO

Total Order Amount: $

Please contact OfficeMax on 1800 004 427 with any queries.
### Chelsea Heights Primary School
#### 2014 Requirements for Year 6

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

The password to access your lists online: 13341BTS

<table>
<thead>
<tr>
<th>TICK REQ</th>
<th>PRODUCT CODE</th>
<th>PRODUCT DESCRIPTION</th>
<th>QTY</th>
<th>UOM</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ 2443317</td>
<td>TDK Headphones In Ear EB120 Clear Crisp Sound Each</td>
<td>1</td>
<td>EA</td>
<td>$8.87</td>
<td>$8.87</td>
<td></td>
</tr>
<tr>
<td>✔️ 1264584</td>
<td>Book Exercise 10mm Grid A4 48 Page Each</td>
<td>2</td>
<td>EA</td>
<td>$0.57</td>
<td>$1.14</td>
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<tr>
<td>✔️ 1288938</td>
<td>Book Exercise 8mm Ruled A4 66 Page Each</td>
<td>4</td>
<td>EA</td>
<td>$0.91</td>
<td>$3.64</td>
<td></td>
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<tr>
<td>✔️ 1322370</td>
<td>OfficeMax Visual Art Diary Spiral A4 120 Page 110gsm Black Bound Each</td>
<td>1</td>
<td>EA</td>
<td>$5.39</td>
<td>$5.39</td>
<td></td>
</tr>
<tr>
<td>✔️ 1387030</td>
<td>OfficeMax Book Scrap Megaspace 335x245mm 64 Page 100gsm White Tough Board Each</td>
<td>1</td>
<td>EA</td>
<td>$1.36</td>
<td>$1.36</td>
<td></td>
</tr>
<tr>
<td>✔️ 1392107</td>
<td>Bostik GluStik Glue Stick Large 35gm Clear Acid Free Each</td>
<td>2</td>
<td>EA</td>
<td>$2.35</td>
<td>$4.70</td>
<td></td>
</tr>
<tr>
<td>✔️ 1624648</td>
<td>OfficeMax Multipurpose Paper A4 80gsm White CIE Whiteness 155 Opacity 94% FSC Certified Ream</td>
<td>2</td>
<td>RM</td>
<td>$4.50</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>✔️ 2196921</td>
<td>OfficeMax Pen Ballpoint 1.0mm Blue Non Slip Grip BTS Each</td>
<td>5</td>
<td>EA</td>
<td>$0.24</td>
<td>$1.20</td>
<td></td>
</tr>
<tr>
<td>✔️ 2196948</td>
<td>OfficeMax Pen Ballpoint Red Non Slip Grip BTS Each</td>
<td>3</td>
<td>EA</td>
<td>$0.24</td>
<td>$0.72</td>
<td></td>
</tr>
<tr>
<td>✔️ 1267876</td>
<td>PACKING &amp; HANDLING CHARGE</td>
<td>1</td>
<td>EA</td>
<td>$3.30</td>
<td>$3.30</td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL TO DISTRIBUTE**

✔️ 5009383 | iTunes Card | 1 | EA | $50.00 | $50.00 |

**THE FOLLOWING ITEM IS COMPULSORY AND MAY BE RETAINED FROM THE PREVIOUS YEAR**

✔️ 5007890 | Reader Bag | 1 | EA | $6.50 | $6.50 |

**THE FOLLOWING ITEMS ARE REQUIRED AND MAY BE PURCHASED WITH THIS ORDER OR ELSEWHERE**

1012029 | Artline Pen FineLine 200 0.4mm Black Water Based Ink Blur Proof Each | 2 | EA | $2.70 | $5.40 |
1032070 | Office Elements Clipboard Folder Plastic A4 Black Front Cover Inside Pocket Each | 1 | EA | $2.40 | $2.40 |
1097954 | Faber Castell Highlighter Textliner Chisel Tip Assorted Colours PK/6 | 1 | PK | $7.52 | $7.52 |
1136680 | OfficeMax Pencil Lead Hexagonal HB Black Writing Drawing Drafting Each | 4 | EA | $0.54 | $2.16 |
1236946 | OfficeMax Ruler Unpolished Wooden 30cm Measurement in CM & MM Each | 2 | EA | $0.32 | $0.64 |
1296825 | OfficeMax Eraser 7085 20 Large PVC Free Each | 2 | EA | $0.30 | $0.60 |
1312766 | Faber Castell Connector Marker Assorted Colours Washable Ink Click Seal Cap PK/10 | 1 | PK | $4.63 | $4.63 |
1456482 | OfficeMax Wallet Document Polypropylene A4 Translucent Red With Button Each | 2 | EA | $1.07 | $2.14 |
1695816 | Maped Sharpener 2 Hole Plastic Shaker Canister Assorted Colours Each | 1 | EA | $0.54 | $0.54 |
1950592 | OfficeMax Pencil Coloured Round 3.3mm Lead Assorted Colours PK/12 | 1 | PK | $3.17 | $3.17 |
1952099 | OfficeMax Tissue Paper Facial20x20cm White 100 Sheet PK/100 | 2 | PK | $1.39 | $2.78 |
1963708 | OfficeMax Bank Paper Pad 8mm Ruled A4 100 Sheets Each | 2 | EA | $1.46 | $2.92 |
1113496 | Scissors Blunt End Stainless Steel Blades 157mm Yellow Each | 1 | EA | $1.09 | $1.09 |

**SCHOOL LEAVIES**

5007259 | Curriculum Resource Contribution | 1 | EA | $150.00 | $150.00 |
5010470 | Grounds Maintenance Donation | 1 | EA | $50.00 | $50.00 |
5008697 | Library Fund Donation | 1 | EA | $40.00 | $40.00 |
5003660 | BTS POSTAGE (For delivery to nominated address) | 1 | EA | $6.95 | $6.95 |

**YOUR ORDER TOTAL**

$652.36

**TOTAL: ENTIRE LIST - COLLECTION DAY PICK UP**

$371.81

**TOTAL: ENTIRE LIST - DELIVERY TO NOMINATED ADDRESS**

$378.76

Please contact OfficeMax on 1800 004 427 with any queries.
BACK TO SCHOOL MADE EASY
WITH OFFICEMAXSCHOOLS.COM.AU

We understand that getting your child ready for the new year can be stressful, so we’ve teamed up with your school to save you time and money! OfficeMax Schools is our online store where you can order all of your school supplies for the year with just a few clicks of a button.

READY TO ORDER?
1. Log onto officemaxschools.com.au and search for your school
2. Enter your school’s password (as provided by your school) to access your class list
3. Type in your child’s name and select their year level
4. Browse the items listed and add, remove or change quantities as required
   TIP: Make sure you click through to all pages so you don’t miss any items on your shopping list
5. Once you’ve finished, click ‘Add Items to Cart’
6. Review your cart and submit your order by clicking ‘Order Online’
7. Enter your delivery and payment details. Then click ‘Place Order’.

Got a question? We’re here to help!
Call us on 1800 004 427 or visit officemaxschools.com.au