

Booklist Ordering Process

Stationery Pack online ordering will be available from: [Monday October 5th 2020](#)

Orders placed before December 7th will qualify for free freight and handling directly to the school for collection on the 14th and 15th of January 2021.

Your packs will be labelled via family name and per transaction (to accommodate multiple student families), and will be organised based on the most senior pack you order. For instance, if you order a Prep and a Grade 4 pack for your family, on the day of collection, you will find your packs organised with the Grade 4 Class. To save on packaging, any parents who consolidate their transactions will have the one carton, with as many pick slips as required. It is recommended, if ordering prior to the cut-off date to place separate orders per student if you want to ensure separate pick lists and cartons.

<https://beaconsfieldps.neto.com.au>

A step by step demonstration video is also located on the website!

Simply follow the below easy steps:

1. Find your child's 2021 year level. Click "Add to Cart" button.
2. This will add the **mandatory booklist items & qty's** for that year level automatically to your cart. Please note: QTY of mandatory items is fixed and cannot be changed.

Click the green "**Checkout Now**" Button.

3. You will now be presented with a screen that shows additional required items for that year level. These items can be bought from home or you can simply click "**Add to Cart**" and have them added and sent with your current book list order.

Click the green "**Continue to Checkout**" button.

4. Checkout Details: Enter Email Address, Your Name, Billing Address, Delivery Address, Contact Phone Number & Student's Name.

5. Payment Information: Enter your credit card details into our secure checkout. Click "**Confirm to Payment**"

*****Ideally, please place 1 order per student, to ensure you get one package per student*****

Online Ordering Site

<https://beaconsfieldps.neto.com.au> will be live on the Monday October 5th 2020 ready to take orders. The site has been designed to be fully functional with Desktop PC's, tablets, iPads and all other mobile devices.

Shipping & Handling, Late Fees, and Pick up Dates

Order before the 7th of December 2020 and qualify for free shipping and handling directly to the school for pick up on the 14th and 15th of January 2021. Orders placed after this date will incur a \$9.95 ex GST handling fee, and may be shipped to the school on a later date. Please ensure you order as early as possible to minimise the risk of back orders and ensure your child's booklist is ready for collection in Term 1.

Missing Items:

Claims must be addressed with Office Corporate no later than 7 days after you have received your goods.

Payment Methods:

Payment Methods available online are: Visa & Mastercard via secure payment. Your card will be charged immediately at the time you place the online order. A Tax Invoice will be emailed.

Product Substitution & Back Orders:

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. These items will only be substituted if pre-approved by the school. Any backordered items will be sent to the school individually labelled at a later date to be advised.

Education Team:

If at anytime during the order process your require assistance please feel free to contact our friendly education team on: Ph **1300 855 085** or Email: beaconsfieldps@officecorporate.com.au

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