

# Booklist Ordering Process

Stationery Pack online ordering will be available from: [Monday October 17<sup>th</sup> 2022](https://beaconsfieldps.mymaropost.com/)

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

## **Simply follow the below easy steps:**

1. Find your child's 2023 year level. Click "Add to Cart" button.
2. This will display the required stationery pack items for that year level on your screen. You can now adjust QTY's, 0 items to remove them or increase QTY's if required. **\*\*If your child is in Prep and is left handed, be sure to replace the red scissors with the green left handed scissors**
3. Once you are happy with your adjustments click "Add to Cart." Then click Checkout Now.
4. Checkout Details: Enter Email Address, Your Name, Billing Address, Delivery Address, Contact Phone Number & Student's Name.
5. Once again, this year we have **HOME DELIVERY** as an option. There is a \$12.95 fee for home delivery, or otherwise no freight charge for delivery to the school, to be collected Friday January 13<sup>th</sup> 2023.

**Home delivery orders placed will be consolidated and commence late November / Early December, so we encourage everyone to get their orders in as early as possible and to avoid the late fee and allow the supplier to prepare your orders.**

6. Payment Information: Enter your credit card details into our secure checkout.

## **TIPS AND SUGGESTIONS:**

- If you are electing for PICK UP from school, we suggest separate transactions per student to ensure separate packaging per book pack, otherwise the orders will be combined.
- You will receive a confirmation of order via Email so you can check off your packs, however separate transactions will make it easier to check off.
- For anyone selecting home delivery, or placing an order after December 5<sup>th</sup>, we suggest one transaction so as to avoid multiple freight charges or late fees. Note, If you opt for this, you will be responsible for separating the lists as they will be packed as one delivery.

### **Online Ordering Site**

<https://beaconsfieldps.mymaropost.com/> will be live on the Monday October 17<sup>th</sup> ready to take orders. The site has been designed to be fully functional with Desktop PC's, tablets, iPads and all other mobile devices.

### **Packaging, Handling & Late Fees**

Order your booklist requirements before the 5<sup>th</sup> of December and qualify for free delivery to the school for pick up on Friday January 13<sup>th</sup> 2023. Otherwise home delivery will incur a \$12.95 inc GST fee by this date.

Order your booklists AFTER December 5<sup>th</sup> (December 6<sup>th</sup> onwards) and an additional late fee of \$6 inc GST will apply to either delivery option.

### **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. If a product is unavailable and cannot be substituted the product will be placed on back order. Backordered items will be sent to your initial order address free of charge once they are available.

**Education Team:**

If at any time during the order process you require assistance please feel free to contact our friendly education team on: Ph [1300 855 085](tel:1300855085) or Email: [beaconsfieldps@officecorporate.com.au](mailto:beaconsfieldps@officecorporate.com.au)