

Clyde Primary School – Foundation

Booklist Ordering Process

<https://www.officecorporate.com.au/ClydePSbooklist>

Item No.	Foundation Book Pack Details	Quantity
AUM-OS2119	Osmer Fine Tip Dry Erase Whiteboard Marker WALLET 4 1.3mm (Red, Green, Blue, Black)	1
BIC-51423	BIC Glue Stick 36G	3
BLT-9780195562194	Oxford Handwriting for Victoria Year Prep -3rd Ed	1
BLT-9780648237327	Kluwell My Home Reading Yellow Level Junior *NEW EDITION	1
DAL-14616	Westcott Microban Kids Scissors 5" 127mm Blunt Left & Right Handed	1
EDV-MMMP12	EC Master Mega Markers - 5.8mm Bullet Nib 12s	1
ER-RBTBlue	Elizabeth Richards Plastic Book and Storage Tub 100mmW x 267mmD x 190mmH Blue	1
FAB-121165722B	Faber Junior Triangular Graphite Learners Pencil 2B	3
FAB-1611653820	Faber-Castell Junior Grip Triangular Coloured Pencils 3.8mm Lead - 20s (+ sharpener)	1
GNS-11130	Whiteboard Eraser Magnetic -Small Assorted Colours	1
MOK-HDRPBK	Moki Drop Headphones Black	1
NPM-EB6519	Writer Premium Writing Book 330x245mm 64pg 24mm dotted thirds + margin (Turtle)	1
NPM-EB6521	Writer Premium Project Book 330x245mm 64pg plain/24mm dotted thirds + margin (Clouds)	1
NPM-EB6596	Writer Premium Story Book 64pg Top 1/2 plain- Bottom 1/2 24mm Dotted Thirds ruled+margin (Telephone)	1
NPM-NB5010	Protex Visual Art Diary PP Cover A4 110gsm 120 pg	1
RAZ-5592B	Pencil Case / Pouch Mesh PVC Blue Zip 340x185mm	1
RB1008-BL	Standard Non-Woven BPA Free Eco Friendly Tote Bag with Gusset 35cm X 41cm X 10cm BLUE	1
ROS-6201i	Rosche Exec 2 Ply Facial Tissue 100 Sheet Each	1
SPC-140777	Scrap Book Megasaurus Bond 90gsm 330mm x 245mm 64 page	3
SPC-142470	Olympic Scrapbook Minisaurus Bond 168mm x 240mm 64 Page	1
STD-221NWP12	Noris Club® Wax Twister Crayons - 12 Assorted Colours	1

Total INC GST \$76.71

Simply follow the below easy steps:

1. Click on the link above or type it into your internet browser address bar.
2. This landing page will take you to your schools preselected booklists.
3. Select the booklist pack relevant to your child's year level, and select **ADD TO CART**
4. If you have more than one child at the school, you will need to go back and add a 2nd booklist.
5. Go to the shopping cart icon on the top right of the page and select **VIEW CART**
6. Enter the Coupon Code **CLYDE22** which enables you to receive free delivery to the school up until December 10th 2021 (Any orders placed after this date will incur the delivery/late fee of \$6.95)

*** Note, if you prefer **HOME delivery**, this is an optional charge of \$14.95, there is no discount on freight for home delivery. Home deliveries will commence in December, and will occur fortnightly from your order date. If you order after January 10th, there is no guarantee that your home delivery will arrive earlier than the school drop off.

<input checked="" type="radio"/> Standard Shipping & Handling	← Goes to school	\$6.95
Standard Shipping & Handling		
<input type="radio"/> Clyde Home Delivery Rate		\$14.95

7. **Checkout Details:** Enter Email Address, Your Name, Billing Address, (Delivery address is ultimately irrelevant as it will be delivered to the school, but you can put your home address if you wish), Contact Phone Number & *Please enter your students name in the Student Names Section so that their packages can be clearly labelled.*

+ Add purchase order number

Remarks optional

Student Names optional

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

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

Online Ordering Site

<https://www.officecorporate.com.au/clydepsbooklist> will be live on Monday November 8th 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

FREE packaging and handling for all orders placed up to Friday December 10th for delivery directly to the school. Pick up date to be advised.

You must use the free freight coupon code for this to be take affect: **CLYDE22**

Home delivery at checkout option is \$14.95 (No discount is available)

Order AFTER December 10th and there will be the additional \$6.95 inc GST freight or late fee for **all orders**.

Delivery Expectations

Our commitment is to ensure all deliveries placed prior to December 10th will 100% be delivered in full to Clyde Primary School by the end of January, ready to pick up on your first day of school Term 1 2022. Any late enrolments or late orders placed after this date will be assessed on a case by case basis.

Home delivery orders will be despatched fortnightly commencing December 1st.

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** or Email: education@officecorporate.com.au