

## Booklist Ordering Process

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

Item No.	Year 6 Bookpack Details	Quantity
STD-13060N2	Staedtler 130 Natural/Raw Graphite Pencil HB - Single	8
AUM-TARB34171	Blue Tartan Polyester Pencil Case -Reinforced Ends 34cm x 17cm	1
AUM-PS1006	Aluminium Metal Double Hole Sharpener	2
FAB-82188740	Faber-Castell Student Eraser PVC Free	2
AUM-300W	Wooden Ruler Unpolished 30cm	1
RAZ-RZ7151	Neon Sticky Notes PKT 5 Assorted Colours 76x76 *6549-5A*	1
SPC-140777	Scrap Book Megasaurus Bond 90gsm 330mm x 245mm 64 page	2
WAY-212377	Bostik Glue Stick Clear 35Gm	3
GNS-53930	A4 PP Refillable Display Book 20 pocket Black	1
AUM-OH919W	Osmer Highlighters Wallet 4 -Yellow, Green, Pink, Orange (Recycled)	1
ROS-6201i	Rosche Exec 2 Ply Facial Tissue 100 Sheet   Each	2
DAL-14433	Westcott 152mm (6") Blue Handle Antimicrobial Student Scissors Left & Right	1
SAN-AP012976	Paper Mate Inkjoy 50 / 100 BallPoint Pen Medium Black	4
SAN-AP012974	Paper Mate Inkjoy 50 / 100 BallPoint Pen Medium Red	4
SAN-2014534	Paper Mate Inkjoy 50 / 100 BallPoint Pen Medium Blue	8
DEB-SC37SP	2022 Colplan Student Diary A5 Week To An Opening Spiro PP Cover	1
NPM-NB5010	Protex Visual Art Diary PP Cover A4 110gsm 120 pg	1
AUM-DWF02	Osmer Plastic Document Wallets Foolscap Blue (Polypick)	1
GNS-11130	Whiteboard Eraser Magnetic -Small Assorted Colours	1
AUM-OS2119	Osmer Fine Tip Dry Erase Whiteboard Marker WALLETS 4 1.3mm (Red, Green, Blue, Black)	1
RB1008-NA	Standard Non-Woven BPA Free Eco Friendly Tote Bag with Gusset 35cm X 41cm X 10cm NATURAL	1
SPP-140971	Olympic Graph Book G104 A4 48 Pge 10mm Square Grid Ruled	2
SPC-140750	Olympic Exercise Book E896 A4 96 Page 8mm	4
FAB-16315812	Faber-Castell Full Length 3.0mm Hexagonal Colour Pencils 12 Asst	2
BLT-9780648237341	Kluwell My Home Reading Orange Level (Senior) *NEW EDITION	1
NPM-EB6569	Writer Premium A4 Project Book 64pg plain/8mm ruled + margin (Apple)	1

**Total INC GST \$57.40**

MOK-HDRPBK Moki Drop Headphones Black (Available as an optional extra)

### 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 2<sup>nd</sup> 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 10<sup>th</sup>, 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 8<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

FREE packaging and handling for all orders placed up to Friday December 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 1<sup>st</sup>.

#### 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 your require assistance please feel free to contact our friendly education team on:

Ph **1300 855 085** or Email: [education@officecorporate.com.au](mailto:education@officecorporate.com.au)