

# Duncraig Primary School

## 2015 Requirements for Year 1

### Password: W5575BTS



The attached order form lists items selected by your school as being required for 2015. Please read all the information on these forms and place your order by **19 December 2014** to ensure delivery before Term 1 2015.

#### **Ready to Order?**

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

1. Search for your school.
2. Enter your school password.
3. Enter Student's Name and select their Year Level.
4. Select the quantities of items you wish to order. Click 'Add items to Cart'.
5. Review the items in your shopping cart and proceed by selecting 'Order Online', if you wish to add another student's order select 'Add another Student' and repeat steps 3-4 for that student.
6. Enter your contact details, delivery address and payment details. 'Place Order' to complete your order.

Payment methods available online are **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.

#### **HELP YOUR SCHOOL BY SHOPPING WITH OFFICEMAX**

As your school's preferred supplier, shopping with OfficeMax acts as a FUNDRAISER for your School. A commission is paid directly to your School on all purchases made through OfficeMax. Your support is greatly appreciated by your School and OfficeMax.

#### **SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER!**

OfficeMax has now made it possible to add multiple students from the same school to a single order!

#### **DELIVERY SERVICE**

All orders will be delivered via Australia Post's eparcel service. A specific time of delivery cannot be requested. An email will be sent to your specified email address when your order is dispatched advising you of your Australia Post tracking ID number, allowing you to track your delivery on [www.auspost.com.au](http://www.auspost.com.au). 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. PO Box addresses are not accepted by Australia Post.

#### **DELIVERY FEE**

Orders placed on or before **19 December 2014** will incur a fee of \$8.95 Inc GST. Orders placed after **19 December 2014** will incur a fee of \$18.90 Inc GST.

#### **MISSING ITEMS**

Claims must be addressed with OfficeMax no later than 14 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, OfficeMax reserves the right to substitute the product with a similar product of the same or greater value and quality.

#### **BACK ORDERED ITEMS**

If a product is unavailable and a suitable substitution is not available the product will be placed on back order. Back ordered items will be sent to the address of your initial order free of charge when OfficeMax receives the product from the supplier.

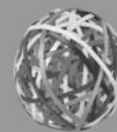


## **BACK TO SCHOOL MADE EASY**

**WITH OFFICEMAX  
SCHOOLS.COM.AU**

OfficeMax Schools is an online store where you can order all of your school supplies for the year in just a few clicks!

- Save time with our one-stop shop for all your Back to School needs
- Convenient 24/7 online ordering
- Secure payment methods, including PayPal



Ready to get started?  
Visit [officemaxschools.com.au](http://officemaxschools.com.au)  
and search for your school.

**Please contact OfficeMax on 1800 004 427 with any queries.**

For full terms & conditions and other important information regarding your order, please visit our FAQ page at

[www.officemaxschools.com.au](http://www.officemaxschools.com.au)

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#### 7 CODES

Product codes starting with the number 7 are ordered by OfficeMax specifically for your school. Change of mind returns will not be provided for these products.

#### 5 CODES

Product codes starting with the number 5 are school levy codes. OfficeMax collects levy payments on behalf of your school and these items or services will be supplied by the school in 2015. If you only order items starting with the number 5 and no other stationery items, there will be no parcel delivered.

#### RETURNS

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 or 7) if returned in original condition within 14 days of delivery. All returns need to be pre-approved by our customer service team.

#### RETAIL STORES

We have two self service educational retail stores in Western Australia. When shopping at our Educational Retail Stores please bring this Requirements List to receive your school's BTS pricing. Standard retail pricing will be applied without your Requirements List. Product codes starting with 5 cannot be purchased or paid for at the retail stores. BTS prices are valid until 31st July 2015. Payment options available are Cash, EFTPOS, Visa or Master Card.

##### **OfficeMax Store (North)**

Unit 6/505 Scarborough Beach Rd  
Osborne Park WA 6017 (Access off Selby St)

##### **OfficeMax Store (South)**

Unit 5/9 Yampi Way  
Willetton WA 6155

**Standard Trading Hours: Mon - Fri: 8.30am - 5.00pm, Sat: 9.00am - 5.00pm, Sun: Closed**

**Extended Trading Hours (5 Jan - 6 Feb); Mon - Fri: 8.00am - 6.00pm, Sat: 9.00am - 5.00pm, Sun 1 Feb: 11am - 4pm**

**Closed ALL Public Holidays**

## Parents To Supply:

**Please contact OfficeMax on 1800 004 427 with any queries.**

For full terms & conditions and other important information regarding your order, please visit our FAQ page at

[www.officemaxschools.com.au](http://www.officemaxschools.com.au)

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<b>BIN LOC</b>	<b>CODE</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UOM</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
75	1387030	BOOK SCRAP OMAX MEGASPACE 335X245MM 64 PAGE 100GSM WHT	7	EA	\$ 1.29	\$ 9.03
147	1032879	DISP BK REF OMAX A4 20 POCKET BLU EA PPROP	1	EA	\$ 1.71	\$ 1.71
209	1013319	MARKER PERM A/LINE 70 BLT 1.5MM BLK EA QUICK DRY INK	1	EA	\$ 3.31	\$ 3.31
256	1963538	CLIPBOARD PLASTC A4 ASSTD CLRSEA WITHOUT COVER	1	EA	\$ 3.52	\$ 3.52
289	1033506	WLT DOCU OMAX MANILLA BOARD FCBLU EA 30MM GUSSET	1	EA	\$ 0.66	\$ 0.66
317	1456474	WLT DOCU OMAX PPROP A4 BLU EA BUTTON	4	EA	\$ 1.01	\$ 4.04
335	1327879	MARKER WHTBD SHARPIE BLT 2.0 BLK EA	1	EA	\$ 1.76	\$ 1.76
424	1231758	CRAYON TEXT TWIST TX107/12 ASSTD CLRS PK/12 NON TOXIC	2	PK	\$ 7.13	\$ 14.26
487	1419714	PENCIL CLRD FABER CASTELL JUNIOR TRI	2	PK	\$ 4.94	\$ 9.88
713	2197243	TAPE ADHV OMAX GP 18MMX66M EA BTS	1	EA	\$ 1.01	\$ 1.01
754	1475207	GLUE STICK BOSTIK GLUSTIK LARGE 35GM BLU EA WATERBASED	6	EA	\$ 2.64	\$ 15.84
788	1900293	PENCIL GRAPHITE LEAD FABER GRIP 2002 TRI JUMBO B EA	8	EA	\$ 2.24	\$ 17.92
822	1030361	ERASER PLASTC STAEDTLER 526 50EA	2	EA	\$ 2.59	\$ 5.18
835	1174215	SHARPENER 2 HOLE METAL OMAX SLVR EA	2	EA	\$ 1.09	\$ 2.18
840	1290053	PENCIL CASE OMAX TARTAN 215X125MM EA 1ZIP POUCH	1	EA	\$ 1.34	\$ 1.34
856	1113496	SCISSORS BLUNT END SSTEEL 157MM YLW EA	1	EA	\$ 1.03	\$ 1.03
	Note	OR	0	N/A	\$ -	\$ -
869	2404915	SCISSORS LEFT HANDED BLUNT END155MM EA	1	EA	\$ 1.03	\$ -
1020	2415259	PAPER KITCHEN TOWEL EARTHWISE 100% RECYCLED WHT PK/2	1	PK	\$ 3.74	\$ 3.74
1024	2223325	PAPER TIS TORK PREMIUM FACIAL 20X19.5CM 2 PLY WHT EA 224S	1	EA	\$ 3.74	\$ 3.74
1072	1483757	MARKER EDUC CRAYOLA SUPER TIP 585010 MED ASSTD CLRS PK/10	2	PK	\$ 4.60	\$ 9.20
1532	1155172	TXB R.E.A.D. I.T. HOME READINGYELLOW LVL (JUNIOR)	1	EA	\$ 3.95	\$ 3.95
					<b>TOTAL</b>	<b>\$113.30</b>
<b>CONTRIBUTIONS</b>						
	5008395	VOLUNTARY SCHOOL CONTRIBUTION 1 CHILD	1	EA	\$ 60.00	\$ 60.00