



**Your Access Key: 8QW8T**

## Please order at [OfficeMaxSchools.com.au](http://OfficeMaxSchools.com.au)

OfficeMax has been working with schools for over 40 years and we love Back to School. We want you to have a strong start to the new school year, which is why we have worked with your school so you can order everything from your requirements list with us. We make Back to School hassle free.

### HOW TO ORDER

Ordering is fast, secure and convenient, just visit [OfficeMaxSchools.com.au](http://OfficeMaxSchools.com.au) and follow these easy steps:

1. Search for your school Scotch Oakburn College, Launceston, Tas and enter your school access key 8QW8T if required.
2. Complete the student's details and select the relevant Year level.  
Simply select all relevant subjects.
3. Review your requirements list and make changes (if required).  
*Please note:* some list items have been denoted by your school as a requisite for the subject or year.
4. If you need additional items, top up from our Back to School special range, and checkout.  
*Please note:* For home deliveries only, if you have more than one student at the same school repeat above steps.

Once completed, an order confirmation will be sent to your email address.

*Please note:* Any technology items you order will be sent separately to the rest of your items.

### ORDER DEADLINES and DELIVERY INFORMATION

#### Home Delivery:

Your order will be delivered to your nominated address.

- Orders placed on or before 2nd December 2018 will be delivered free of charge before the end of December 2018
- Orders placed between 3rd December 2018 and 9th December 2018 will be delivered free of charge before the beginning of Term 1, 2019
- Orders placed between 10th December 2018 and 31st December 2018 will incur a delivery fee of \$12.95, and be delivered before the beginning of Term 1, 2019
- Orders placed after 31st December 2018 will incur a delivery fee of \$12.95 and cannot be guaranteed before the start of Term 1, 2019

**Australia Post** - Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at [auspost.com.au](http://auspost.com.au).

*Note:* PO Box addresses are not accepted by Australia Post.

#### Payment Methods Accepted



### HAVE A QUESTION?

If you need help placing your order, returns or refunds, delivery information or have a general enquiry, please visit [OfficeMaxSchools.com.au/help](http://OfficeMaxSchools.com.au/help)

*To view our full terms and conditions regarding your order, please visit our [OfficeMaxSchools.com.au/terms](http://OfficeMaxSchools.com.au/terms)*

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