

## 2018 Requirements List for Year 7&8 Your Access Key: 3XQ7X

### Welcome to the Class of 2018

For easy ordering visit [OfficeMaxSchools.com.au](http://OfficeMaxSchools.com.au)



### ORDERING INSTRUCTIONS

Ordering is fast, secure and convenient, just visit **OfficeMaxSchools.com.au** and follow these easy steps:

1. Search for your school St Francis Catholic College and enter your school access key 3XQ7X if required.
2. Complete the student's details and select Year 7&8.  
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.

### Payment Methods Accepted

OfficeMax accepts PAYPAL, zipPay, VISA or MASTERCARD



Your card will be charged immediately at the time of placing your order.

### ORDER DEADLINES and DELIVERY INFORMATION

#### Home Delivery:

Your order will be delivered to your nominated address.

- Orders placed on or before 17th December 2017 will be delivered free of charge before the start of Term 1 2018
- Orders placed between 18th December 2017 and 31st December 2017 will incur a delivery fee of \$12.95, and be delivered before the start of Term 1 2018
- Orders placed after 31st December 2017 will incur a delivery fee of \$12.95 and cannot be guaranteed before the start of Term 1, 2018

**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.

### 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**

*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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**Have a question? We're here to help!**

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