Glen Iris Primary School
2015 Requirements for Prep

The attached order form lists items selected by Glen Iris Primary School as being required for Prep in 2015. Please read all the information on these forms and place your order by Wednesday, 31 December 2014 to ensure delivery before Term 1 2014.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school: Glen Iris Primary School
2. Enter your school password: 11148BTS
3. Enter Student’s Name and select their Year Level: Prep
4. Select the quantities of items you wish to order, then 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 – 5 for that student
6. Enter your contact details, delivery address and payment details. Click ‘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.

IMPORTANT INFORMATION REGARDING YOUR ORDER

DELIVERY SERVICE
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. 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. Please note that PO Boxes are NOT allowed.

DELIVERY FEE
Orders placed on or before Wednesday, 31 December 2014 will incur an $8.95 Inc GST delivery fee.
Orders placed on or after Thursday, 1 January 2015 will incur an $18.90 Inc GST delivery fee.

SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER
OfficeMax has now made it possible to add multiple students to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

SCHOOL CURRICULUM MATERIALS (code: 5024951)
Glen Iris Primary School has requested that the school curriculum materials are compulsory. This item (code: 5024951) is marked as a ‘required item’ during check out. Please ensure you purchase this item so your child has the necessary materials for 2015.

MISSING ITEMS
Claims must be addressed with OfficeMax no later than 7 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 your order, the product may be substituted with a similar product of the same or greater value.

BACK ORDERED ITEMS
If a product is unavailable and cannot be substituted 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.

ORDER EARLY AND BE IN THE DRAW TO WIN!
Place your order on or before Friday, 19 December 2014 and be in the draw to win 1 of 75 $100 Visa® Gift Cards.
Glen Iris Primary School
2015 Requirements for Year 1

The attached order form lists items selected by Glen Iris Primary School as being required for Year 1 in 2015. Please read all the information on these forms and place your order by Wednesday, 31 December 2014 to ensure delivery before Term 1 2014.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school: Glen Iris Primary School
2. Enter your school password: 11148BTS
3. Enter Student’s Name and select their Year Level: Year 1
4. Select the quantities of items you wish to order, then 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 – 5 for that student
6. Enter your contact details, delivery address and payment details. Click ‘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.

---

**IMPORTANT INFORMATION REGARDING YOUR ORDER**

**DELIVERY SERVICE**
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. 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. Please note that PO Boxes are NOT allowed.

**DELIVERY FEE**
Orders placed on or before Wednesday, 31 December 2014 will incur an $8.95 Inc GST delivery fee.
Orders placed on or after Thursday, 1 January 2015 will incur an $18.90 Inc GST delivery fee.

**SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER**
OfficeMax has now made it possible to add multiple students to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

**SCHOOL CURRICULUM MATERIALS** (code: 5024951)
Glen Iris Primary School has requested that the school curriculum materials are compulsory. This item (code: 5024951) is marked as a ‘required item’ during check out. Please ensure you purchase this item so your child has the necessary materials for 2015.

**MISSING ITEMS**
Claims must be addressed with OfficeMax no later than 7 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 your order, the product may be substituted with a similar product of the same or greater value.

**BACK ORDERED ITEMS**
If a product is unavailable and cannot be substituted 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.

**ORDER EARLY AND BE IN THE DRAW TO WIN!**
Place your order on or before Friday, 19 December 2014 and be in the draw to win 1 of 75 $100 Visa® Gift Cards.
Glen Iris Primary School
2015 Requirements for Year 2

The attached order form lists items selected by Glen Iris Primary School as being required for Year 2 in 2015. Please read all the information on these forms and place your order by Wednesday, 31 December 2014 to ensure delivery before Term 1 2014.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school: Glen Iris Primary School
2. Enter your school password: 11148BTS
3. Enter Student’s Name and select their Year Level: Year 2
4. Select the quantities of items you wish to order, then 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 – 5 for that student
6. Enter your contact details, delivery address and payment details. Click ‘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.

IMPORTANT INFORMATION REGARDING YOUR ORDER

DELIVERY SERVICE
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. 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. Please note that PO Boxes are NOT allowed.

DELIVERY FEE
Orders placed on or before Wednesday, 31 December 2014 will incur an $8.95 Inc GST delivery fee.
Orders placed on or after Thursday, 1 January 2015 will incur an $18.90 Inc GST delivery fee.

SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER
OfficeMax has now made it possible to add multiple students to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

SCHOOL CURRICULUM MATERIALS (code: 5024951)
Glen Iris Primary School has requested that the school curriculum materials are compulsory. This item (code: 5024951) is marked as a ‘required item’ during check out. Please ensure you purchase this item so your child has the necessary materials for 2015.

MISSING ITEMS
Claims must be addressed with OfficeMax no later than 7 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 your order, the product may be substituted with a similar product of the same or greater value.

BACK ORDERED ITEMS
If a product is unavailable and cannot be substituted 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.

ORDER EARLY AND BE IN THE DRAW TO WIN!
Place your order on or before Friday, 19 December 2014 and be in the draw to win 1 of 75 $100 Visa® Gift Cards.
Glen Iris Primary School
2015 Requirements for Year 3

The attached order form lists items selected by Glen Iris Primary School as being required for Year 3 in 2015. Please read all the information on these forms and place your order by Wednesday, 31 December 2014 to ensure delivery before Term 1 2014.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school: Glen Iris Primary School
2. Enter your school password: 11148BTS
3. Enter Student’s Name and select their Year Level: Year 3
4. Select the quantities of items you wish to order, then 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 – 5 for that student
6. Enter your contact details, delivery address and payment details. Click ‘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.

IMPORTANT INFORMATION REGARDING YOUR ORDER

DELIVERY SERVICE
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. 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. Please note that PO Boxes are NOT allowed.

DELIVERY FEE
Orders placed on or before Wednesday, 31 December 2014 will incur an $8.95 Inc GST delivery fee.
Orders placed on or after Thursday, 1 January 2015 will incur an $18.90 Inc GST delivery fee.

SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER
OfficeMax has now made it possible to add multiple students to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

SCHOOL CURRICULUM MATERIALS (code: 5024951)
Glen Iris Primary School has requested that the school curriculum materials are compulsory. This item (code: 5024951) is marked as a ‘required item’ during check out. Please ensure you purchase this item so your child has the necessary materials for 2015.

MISSING ITEMS
Claims must be addressed with OfficeMax no later than 7 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 your order, the product may be substituted with a similar product of the same or greater value.

BACK ORDERED ITEMS
If a product is unavailable and cannot be substituted 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.

ORDER EARLY AND BE IN THE DRAW TO WIN!
Place your order on or before Friday, 19 December 2014 and be in the draw to win 1 of 75 $100 Visa® Gift Cards.

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
Glen Iris Primary School
2015 Requirements for Year 4

The attached order form lists items selected by Glen Iris Primary School as being required for Year 4 in 2015. Please read all the information on these forms and place your order by Wednesday, 31 December 2014 to ensure delivery before Term 1 2014.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school: Glen Iris Primary School
2. Enter your school password: 11148BTS
3. Enter Student’s Name and select their Year Level: Year 4
4. Select the quantities of items you wish to order, then 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 – 5 for that student
6. Enter your contact details, delivery address and payment details. Click ‘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.

**IMPORTANT INFORMATION REGARDING YOUR ORDER**

**DELIVERY SERVICE**
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. 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. Please note that PO Boxes are NOT allowed.

**DELIVERY FEE**
Orders placed on or before Wednesday, 31 December 2014 will incur an $8.95 Inc GST delivery fee.
Orders placed on or after Thursday, 1 January 2015 will incur an $18.90 Inc GST delivery fee.

**SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER**
OfficeMax has now made it possible to add multiple students to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

**SCHOOL CURRICULUM MATERIALS (code: 5024951)**
Glen Iris Primary School has requested that the school curriculum materials are compulsory. This item (code: 5024951) is marked as a ‘required item’ during check out. Please ensure you purchase this item so your child has the necessary materials for 2015.

**MISSING ITEMS**
Claims must be addressed with OfficeMax no later than 7 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 your order, the product may be substituted with a similar product of the same or greater value.

**BACK ORDERED ITEMS**
If a product is unavailable and cannot be substituted 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.

**ORDER EARLY AND BE IN THE DRAW TO WIN!**
Place your order on or before Friday, 19 December 2014 and be in the draw to win 1 of 75 $100 Visa® Gift Cards.
Glen Iris Primary School
2015 Requirements for Year 5

The attached order form lists items selected by Glen Iris Primary School as being required for Year 5 in 2015. Please read all the information on these forms and place your order by Wednesday, 31 December 2014 to ensure delivery before Term 1 2014.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school: Glen Iris Primary School
2. Enter your school password: 11148BTS
3. Enter Student’s Name and select their Year Level: Year 5
4. Select the quantities of items you wish to order, then 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 – 5 for that student
6. Enter your contact details, delivery address and payment details. Click ‘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.

---

**IMPORTANT INFORMATION REGARDING YOUR ORDER**

**DELIVERY SERVICE**
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. 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. Please note that PO Boxes are NOT allowed.

**DELIVERY FEE**
Orders placed on or before Wednesday, 31 December 2014 will incur an $8.95 Inc GST delivery fee. Orders placed on or after Thursday, 1 January 2015 will incur an $18.90 Inc GST delivery fee.

**SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER**
OfficeMax has now made it possible to add multiple students to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

**SCHOOL CURRICULUM MATERIALS** (code: 5024951)
Glen Iris Primary School has requested that the school curriculum materials are compulsory. This item (code: 5024951) is marked as a ‘required item’ during check out. Please ensure you purchase this item so your child has the necessary materials for 2015.

**MISSING ITEMS**
Claims must be addressed with OfficeMax no later than 7 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 your order, the product may be substituted with a similar product of the same or greater value.

**BACK ORDERED ITEMS**
If a product is unavailable and cannot be substituted 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.

**ORDER EARLY AND BE IN THE DRAW TO WIN!**
Place your order on or before Friday, 19 December 2014 and be in the draw to win 1 of 75 $100 Visa® Gift Cards.
Glen Iris Primary School
2015 Requirements for Year 6

The attached order form lists items selected by Glen Iris Primary School as being required for Year 6 in 2015. Please read all the information on these forms and place your order by Wednesday, 31 December 2014 to ensure delivery before Term 1 2014.

Ready to Order?
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps:

1. Search for your school: Glen Iris Primary School
2. Enter your school password: 11148BTS
3. Enter Student’s Name and select their Year Level: Year 6
4. Select the quantities of items you wish to order, then 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 – 5 for that student
6. Enter your contact details, delivery address and payment details. Click ‘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.

IMPORTANT INFORMATION REGARDING YOUR ORDER

DELIVERY SERVICE
All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. 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. Please note that PO Boxes are NOT allowed.

DELIVERY FEE
Orders placed on or before Wednesday, 31 December 2014 will incur an $8.95 Inc GST delivery fee.
Orders placed on or after Thursday, 1 January 2015 will incur an $18.90 Inc GST delivery fee.

SAVE ON DELIVERY BY ADDING MULTIPLE STUDENTS TO A SINGLE ORDER
OfficeMax has now made it possible to add multiple students to a single order. Your order confirmation and Tax Invoice will clearly state which items relate to each child.

SCHOOL CURRICULUM MATERIALS (code: 5024951)
Glen Iris Primary School has requested that the school curriculum materials are compulsory. This item (code: 5024951) is marked as a ‘required item’ during check out. Please ensure you purchase this item so your child has the necessary materials for 2015.

MISSING ITEMS
Claims must be addressed with OfficeMax no later than 7 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 your order, the product may be substituted with a similar product of the same or greater value.

BACK ORDERED ITEMS
If a product is unavailable and cannot be substituted 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.

ORDER EARLY AND BE IN THE DRAW TO WIN!
Place your order on or before Friday, 19 December 2014 and be in the draw to win 1 of 75 $100 Visa® Gift Cards.