Glen Iris Primary School
2016 Requirements for Year 2

The attached order form lists items selected by Glen Iris Primary School as being required for Year 2 in 2016. To ensure delivery prior to Term 1, 2016 place your order by Thursday, 31 December 2015.

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: 34QV1J
3. Enter Student’s Name and select their Year Level for 2016: Year 2
4. Add class pack to your 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 **Tuesday, 1 December 2015** be free of charge.
Orders placed after **Tuesday, 1 December 2015** and or before **Thursday, 10 December** will incur an $9.95 Inc GST delivery fee.
Orders placed on or after **Friday, 11 December 2015** will incur a $19.90 Inc GST delivery fee.

**DELIVERY GUARANTEE**
Orders placed on or before **Tuesday, 1 December 2015** will be delivered on or before **Thursday, 31 December 2015**
Orders placed between **Wednesday, 2 December 2015** and **Thursday, 31 December 2015** will be delivered before the beginning of Term 1, 2016.

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

**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.

---

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
### 2016 Requirements for Year 2
**Password: 34QV1J**

*Product Notes are listed below the item they relate to*

**Parent Message:** Please bring all items to school on the first day of Term One 2016. As we have limited space in our recycling bins, empty boxes are to be taken home for recycling. All items in the class pack are required. *(The headsets are required for ICT and can be ordered or retained from 2015.)* *Please do NOT label any items. Classroom teachers will distribute as needed.*

### CODE | PRODUCT DESCRIPTION
---|---
5024951 | School Curriculum Materials  
**Note:** *(Compulsory)* - This levy is used to purchase bulk paper supplies, classroom art, craft, project & display materials & class book sets etc.

5021375 | LIBRARY / INFORMATION TECHNOLOGY  
**Note:** *(per student)* - Voluntary and tax deductible

5015332 | Excursion Contribution 2  
**Note:** *(per student)*

5021383 | BUILDING FUND (PER FAMILY)  
**Note:** *(per family)* - Voluntary and tax deductible

5014697 | Mathletics Contribution  
**Note:** *(per student)* - Compulsory

5021723 | Working Bee Donation (Per Family)  
**Note:** *(per family)* - Voluntary

### CLASS PACKS- BOOK BOXES

<table>
<thead>
<tr>
<th>CODE</th>
<th>PRODUCT DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1940686</td>
<td>Victorian Targeting Handwriting Student Book 2</td>
<td>1</td>
<td>$14.95</td>
<td>$14.95</td>
</tr>
<tr>
<td>1264664</td>
<td>Book Exercise 10mm Grid A4 48 Page ea</td>
<td>1</td>
<td>$0.50</td>
<td>$0.50</td>
</tr>
<tr>
<td>1387030</td>
<td>Officemax® Megaspace Scrapbook, 100Gsm, 335X245mm, 64 Pages</td>
<td>1</td>
<td>$1.19</td>
<td>$1.19</td>
</tr>
<tr>
<td>1290002</td>
<td>Book Writing 18mm Dotted Thirds</td>
<td>5</td>
<td>$0.79</td>
<td>$3.95</td>
</tr>
<tr>
<td>1231758</td>
<td>Texta Zoom Twist Crayons, Assorted Colours, Pack/12</td>
<td>1</td>
<td>$8.40</td>
<td>$8.40</td>
</tr>
<tr>
<td>2202115</td>
<td>Officemax® Black Refillable A4 Display Book W/Insert Cover, 20</td>
<td>1</td>
<td>$2.34</td>
<td>$2.34</td>
</tr>
<tr>
<td>1290894</td>
<td>Faber-Castell Vinyl School Black Lead Eraser</td>
<td>2</td>
<td>$0.19</td>
<td>$0.38</td>
</tr>
<tr>
<td>1221507</td>
<td>Officemax® Large 40G Glue Stick</td>
<td>3</td>
<td>$1.82</td>
<td>$5.46</td>
</tr>
<tr>
<td>1312766</td>
<td>Faber-Castell Connector Pens, Assorted Colours, Pack/10</td>
<td>1</td>
<td>$4.21</td>
<td>$4.21</td>
</tr>
<tr>
<td>1952099</td>
<td>Officemax® Facial Tissues, 2 Ply, Pack/100</td>
<td>1</td>
<td>$1.49</td>
<td>$1.49</td>
</tr>
<tr>
<td>1909703</td>
<td>Faber-Castell Tri Colour Pencils, Assorted Colours</td>
<td>1</td>
<td>$2.71</td>
<td>$2.71</td>
</tr>
<tr>
<td>1450565</td>
<td>Faber-Castell Grip 2001 Hb Graphite Pencil</td>
<td>4</td>
<td>$0.81</td>
<td>$3.24</td>
</tr>
<tr>
<td>1033506</td>
<td>Officemax® Foolscap Document Wallet, Blue</td>
<td>1</td>
<td>$0.75</td>
<td>$0.75</td>
</tr>
<tr>
<td>1033530</td>
<td>Officemax® Foolscap Document Wallet, Orange</td>
<td>1</td>
<td>$0.75</td>
<td>$0.75</td>
</tr>
<tr>
<td>1184385</td>
<td>Officemax® Foolscap Document Wallet, Red</td>
<td>1</td>
<td>$0.75</td>
<td>$0.75</td>
</tr>
<tr>
<td>1032860</td>
<td>Officemax® Refillable A4 20 Pockets Display Book, Black</td>
<td>1</td>
<td>$1.67</td>
<td>$1.67</td>
</tr>
<tr>
<td>1466941</td>
<td>Verbatim Multimedia Headset With Volume Control</td>
<td>1</td>
<td>$9.74</td>
<td>$9.74</td>
</tr>
</tbody>
</table>

**Note:** Or retain from 2015

<table>
<thead>
<tr>
<th>CODE</th>
<th>PRODUCT DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1291939</td>
<td>Columbia Copperplate Red Copy Or Correction Pencil</td>
<td>2</td>
<td>$0.96</td>
<td>$1.92</td>
</tr>
</tbody>
</table>

**PACK VALUE** $713.40

*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