



Dear Parents,

Following feedback from previous years, we have continued to streamline the book ordering process for both Jewish and General Studies. As per last year, you will be able to purchase Jewish and General Studies books, as well as stationery from the **Officemax Schools Booklist** online ordering system.

Please take advantage of the early bird pricing on all Jewish Studies books by 11th November. The discount is approximately 10%.

Book and Stationery Delivery:

If you need any help with regards to the ordering process, **please call Officemax directly on 1800 004 427**. For questions regarding specific book requirements, please email the relevant school campus.

- General Studies books and stationery items will be delivered to you free of charge if ordered prior to 6pm on the 30th of December.
- Jewish Studies books will be available for pickup from Golds from 23rd of January. (except those to be delivered in class)

ORDERING INSTRUCTIONS

Ordering is fast, secure and convenient. Just visit <https://officemaxschools.com.au/VIC/St-Kilda-East/Yeshivah-Beth-Rivkah-Colleges> and follow these easy steps:

1. Enter our **school access key 6WV6U** on the page where prompted.
2. Complete your first child's details and select their year level. It is best to order for one child at a time. You will be given an opportunity to add children to your order before you check out.
3. Select the correct class (for primary students) or subjects (for secondary students). For parents of secondary school students, please ensure that you select the subject list relating to the correct campus. Scroll to the bottom of the page and click on 'View Requirements List'.
4. Review your requirements list (booklist) and make changes (if required).



Please note:

- Some list items have been denoted by our school as a requisite for the subject or year level.
 - All items have a default quantity of at least '1', so if you do not wish to purchase, you will need to deselect these items.
5. If you need additional items, please visit the OfficeMax "Back to School" special range.
 6. Please remember to order all your children's books and stationery prior to checking out.

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

7. **JEWISH STUDIES PURCHASES ARE NOT INCLUDED IN YOUR OFFICEMAX DELIVERY.** Whilst all orders are being placed via the OfficeMax Website, Jewish Studies purchases will not be delivered and **MUST BE COLLECTED DIRECTLY FROM GOLDS** Bookstore on or after 23rd of January, 2020. Order these books before November 11th to take advantage of the "Early Special" prices quoted. On November 12th, these prices will revert to the regular price.

Please note: If you have purchased any eBooks you will receive a separate activation email

Payment Methods Accepted

OfficeMax accepts PAYPAL, VISA, MASTERCARD, AMEX and ZipPay.

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 home or work.

- Orders placed on or before 6.00pm on 30th December will be delivered free of charge.
- Orders placed after 6:00pm on 30th December will incur a delivery charge of \$12.95. Unfortunately, delivery of these orders cannot be guaranteed before the start of Term 1, 2020.



- Orders under \$55 will incur a \$5.50 delivery charge

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 www.auspost.com.au .

In the event that no one is available at your delivery address to accept delivery, the courier will attempt to find a safe place to leave your order. If the courier cannot find a safe place, a card will be left and your order held at your local Australia Post Office ready for your collection.

Note: PO Box addresses are not accepted by Australia Post e-Parcel service.

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 their full terms and conditions regarding your order, please visit www.officemaxschools.com.au/terms

We trust that you will benefit from having all your children's books available on the one site.

Sincerely

Yeshivah – Beth Rivkah Colleges