



Back to School 2017

HOW DO I ORDER MY STATIONERY?

To make life easier for Back to School, we team up with OfficeMax MySchool so that you can buy all your stationery requirements over the internet (or in store at OfficeMax).

We DO NOT issue stationery lists to students, as the list of stationery requirements has been pre-entered into the ordering software - you simply click on the subjects your child is taking and a stationery list will be created.

All orders placed earn points for our College, which will be channeled directly back to better resources. Last year the College earned over \$1,800 through this programme.

Stationery is delivered to your home (or a designated address) by courier. This means that ordering is quick and easy, stationery lists are not lost and the correct products are obtained. Payment is by credit card or internet banking (online) or by cheque, cash or credit card (in store).

Delivery is free for orders over \$57.50 (incl. GST).

The website is already open, so you can start ordering your 2017 stationery requirements at your convenience.

It is recommended that you **order stationery before 13 January 2017** to ensure delivery before school starts and to allow you time to cover books etc. if necessary.

All students are expected to have their stationery requirements on the first day of Term 1 (Tuesday 31 January) as teaching will begin on that day.

Unless otherwise stated, **the College will not stock the stationery items listed with OfficeMax MySchool**. We will, however, continue to hold a small stock of basic items such as pens, pencils etc, for students to purchase.

TO ORDER ONLINE

1. Go to www.myschool.co.nz and enter Pompallier into the School Name field
2. Select Pompallier Catholic College
3. Click on "Start"
4. Enter Students First Name, Last Name & Year Level
5. Select the Subjects required

6. Click the "View Requirements List" button
7. Review the list, adding or deleting items as required. You may also add additional stationery items.
8. When finished, click "Shopping Cart".
9. You now have the option to add another student, otherwise select "Checkout".
If items are unavailable at the time you order, these will be placed on backorder and delivered to you as soon as they arrive. This will be indicated on your delivery docket.
10. Follow the online instructions to enter your delivery address details and payment options.
11. Print a copy of the order and retain it for your records. Note your Order Number, as this will be required if you need to return items.

TO ORDER IN STORE

1. Follow steps 1 through 7 to establish which items you require.
2. Take the list to your nearest OfficeMax store :-
OfficeMax
21 Okara Drive
Whangarei
If the store does not have all the required items in stock, they will be able to order them for you.
3. If you are asked for your participating school number, please quote: 4083170.

CONDITIONS

1. Please allow up to ten working days for delivery. **Orders placed after 13 January 2017 may result in delays** and OfficeMax cannot guarantee delivery before school starts on late orders.
2. **If you have any problems, please call OfficeMax direct on 0800 724 440, NOT the College.**
3. Incorrect items can only be returned by first contacting Customer Services on the 0800 number. You will need to quote your Order No.