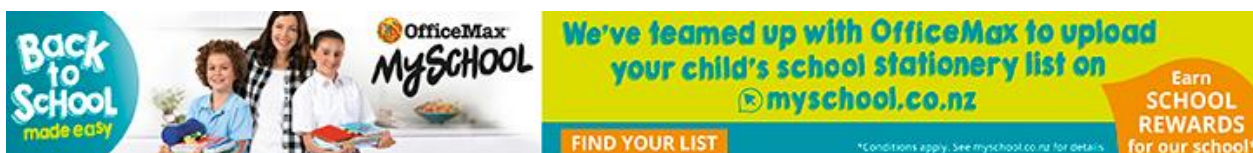


HOW DO I ORDER MY STATIONERY?



Back to School 2018

We've teamed up with OfficeMax to make Back to School easy!

We DO NOT issue stationery lists to students. This is because all your child's school stationery list requirements are uploaded online at myschool.co.nz to make it easy for you to purchase your child's back to school requirements. Simply search for our school, select your child's class and/or subject lists and follow the instructions on the website. Alternatively, you can print the stationery lists and shop in store at OfficeMax, or order by phone.

Buying through OfficeMax MySchool also **earns School Rewards for our school**, which we can redeem for much needed educational supplies, equipment for our classrooms, or to help those students in need.

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 \$46.00 (incl. GST).

The website will "go live" for ordering stationery on Friday 1st December. There is also a "Buy Now, Pay Later" option available, for orders placed between 1st – 31st December 2017, and you receive a free gift! See the OfficeMax website for more information on this.

It is recommended that you **order stationery before 15 January 2018** 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 30 January) as teaching will begin on that day.

TO ORDER ONLINE:

1. Go to www.myschool.co.nz, enter Pompallier into the School Name field, then select Pompallier Catholic College.
2. Click on "Start".
3. Enter Students First Name, Last Name & Year Level.

4. Select the subjects required.
5. Click the "View Requirements List" button.
6. Review the list, adding or deleting items as required. You may also add additional stationery items.
7. When finished, click "Shopping Cart".
8. 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.
9. Follow the online instructions to enter your delivery address details and payment options.
10. 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 15 January 2018 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 Number.