

# Christian College Booklists Information

## Important information

### Items supplied by Christian College

- **Primary** students' **textbooks and stationery** will be provided by the College and distributed through the classes on the first day of Term 1, 2018.
- **Secondary** students' **stationery** will be provided by the College and distributed through the classes on the first day of Term 1, 2018. Some items for elective subjects are not included.

### New and Second-hand Books (Years 7 to 12)

2018 Booklists and details how to order new books and buy/sell second hand books will be available from the booklist release date of: **Tuesday 7<sup>th</sup> November 2017.**

Our Book Sale Agent for New Books:

- OfficeMax [www.officemaxschools.com.au](http://www.officemaxschools.com.au)

Our Second hand book Sale Service (subscription provided for you by the school):

- Sustainable School Shop [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

### Ready to buy or sell Second Hand Books?

**This process can be started before the end of the school year.**

Visit the Sustainable School Shop before ordering new books.

- Search for and buy your 2018 second hand texts online
- **Sellers:** Place your 'For Sale' advertisements online whilst still using your 2017 texts - including an 'available by' date.
- **Buyers** – Contact the Seller of the books to pre arrange the purchase of 2018 texts whilst they are still being used. Set a collection time.

### Ready to Order New Books?

For a fast, simple and secure way to place your order visit [www.officemaxschools.com.au](http://www.officemaxschools.com.au) and follow these easy steps:

1. Search for your school: Christian College Geelong
2. Enter your school password: **22EN8T**
3. Enter Student's Name and select the class or subjects they are enrolled in for 2018
4. eBook orders must include the student's Christian College email address to enable authorized access details to be sent to the student. Please do not delete this email or use a private email address.

5. Select the quantities of items you wish to order, then click 'Add items to Cart'
6. 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
7. 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 your order, 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 December 3, 2017 will be delivered free of charge before the end of December;
- after December 3, 2017 and on or before December 17, 2017 will incur a delivery fee of \$9.95 and be delivered before the start of Term 1, 2018;
- after December 17, and on or before December 31, 2017, will incur a delivery fee of \$19.90 and be delivered before the start of Term 1, 2018;
- after December 31, will incur a delivery fee of \$19.90 with all efforts to deliver prior to the beginning of Term 1, 2018.

### **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.

### **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.