

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, 2017.
- **Secondary** students' **stationery** will be provided by the College and distributed through the classes on the first day of Term 1, 2017. Some items for elective subjects are not included.

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

2017 Booklists and details how to order new books and buy/sell second hand books will be available from the booklist release date of: **Tuesday 1st November 2016.**

Students will receive notification of the elective subjects they will study in 2017 on Orientation Day.

Our Book Sale Agent for New Books:

- OfficeMax www.officemaxschools.com.au

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

- Sustainable School Shop 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 2017 second hand texts online
- **Sellers:** Place your 'For Sale' advertisements online whilst still using your 2016 texts - including an 'available by' date.
- **Buyers** – Contact the Seller of the books to pre arrange the purchase of 2016 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 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 2017
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 4, 2016 will be delivered free of charge before the end of December;
- after December 4, 2016 and on or before December 18, 2016 will incur a delivery fee of \$9.95 and be delivered before 25 January 2017;
- after December 18, and on or before December 31, 2016, will incur a delivery fee of \$19.90 and be delivered before 25 January 2017;
- after December 31, will incur a delivery fee of \$19.90 with all efforts to deliver prior to the beginning of Term 1, 2017.

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.