



## 2018 BOOKLIST INFORMATION

For 2018 our booklists have been prepared by Ballarat High School staff in conjunction with our supplier OfficeMax.

Orders for 2018 need to be placed online at [www.OfficemaxSchools.com.au](http://www.OfficemaxSchools.com.au)

Parents will be able to place online orders from Friday 3rd November, 2017.

All booklist materials will be delivered via Australia Post. Free home delivery is offered for all orders placed prior to 10pm on Sunday, 3<sup>rd</sup> December, 2017.

### How to order

1. Go to [www.OfficemaxSchools.com.au](http://www.OfficemaxSchools.com.au) Enter Ballarat High School in the School Name box and click on Find your School List.

FIND YOUR SCHOOL LIST

2. To get the requirements list, please enter the password **8SX8T** and click on Go.

Go ▶

3. Enter the first name, last name and year level of the first student you would like to place an order for. Families with more than one child attending the school will be able to place an order for another student before payment.

#### a) Enter Student Details

FIRST NAME *	LAST NAME *	YEAR LEVEL *
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Please Select"/>

Section B will now show all subjects available for the selected year level. Click in the tick boxes for General Stationery and all subjects allocated for 2018. Students in years 10 – 12 have access to a wide range of subjects, please be careful to select the correct ones.

Note: Year 11 VCE subjects are Units 1 & 2, Year 12 VCE subjects are Units 3 & 4.

#### b) Select Subjects or Classes

Year 7

English

General Stationery

Once you have selected all the subjects you need, scroll down to the bottom of the screen and click on View Requirements List.

[View Requirements List ▶](#)

5. The next screen will show the lists for all the selected subjects. Scroll down the screen and read the notes relating to each subject and product. If you do not require the item, please decrease the quantity to 0 (zero). You can also increase the quantity if you wish.

### Year 7 English

#### Essential Items



Essential Items  
Officemax® Exercise Book, Stapled Binder, A4, 8mm 128 Pages

- 1 +

\$1.17   
\$1.17 Each



Essential Items  
Office Elements Dividers 5 Tab, Pastel A4

- 1 +

\$0.79   
\$0.79 Each

Some digital items require you to enter the student email address. Existing students should know their email address - it consists of their student ID code @ballaraths.net (i.e. [ken0098@ballaraths.net](mailto:ken0098@ballaraths.net))

New students will not know their email address. Please leave that section blank and later on a link will be sent to you to add that when you know it.

Print

Add Another Student

You can Print a record of your selected items and/or choose to Add Another Student if required.

[School Extras ▶](#)

If you would like to access the wider Office Max catalogue for items related to school but not on our booklist, you can click on School Extras.

6. Once you have completed your order click on Go Straight To Checkout/Shopping Cart [Go straight to checkout ▶](#)

7. From the Shopping Cart you can Add another student, or you can Continue Shopping if you would like to search for stationery items not listed on the booklist or make changes. Once you are happy with your order, select Checkout to make payment.

[Continue Shopping](#)

Add Another Student

Update Order

[Checkout ▶](#)

### 8. Contact/Delivery Details

Enter your contact details and preferred delivery address. Deliveries will be made by Australia Post. You will need to enter contact and delivery details as well as payment details.

### 9. Payment information

Payment methods available online are PAYPAL®, VISA®, AMEX OR MASTERCARD®. For those parents without a credit card or PAYPAL account, an Australia Post “Load ‘n Go” card can be used, as it works as a VISA card. Your card will be charged immediately at the time of placing your order. An order confirmation will be sent to your specified email address.

## Delivery information

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. If the driver cannot locate a safe place, 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.

ORDER BY 10.00pm	DELIVERED BY	DELIVERY FEE
3 <sup>rd</sup> December, 2017	31 <sup>st</sup> December, 2017	Free
17 <sup>th</sup> December, 2017	25 <sup>th</sup> January, 2018	\$9.95
31 <sup>st</sup> December, 2017	30 <sup>th</sup> January, 2018	\$19.90
After 31 <sup>st</sup> December, 2017	All efforts to deliver prior to beginning of Term 1, 2018	\$19.90

## 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. 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.

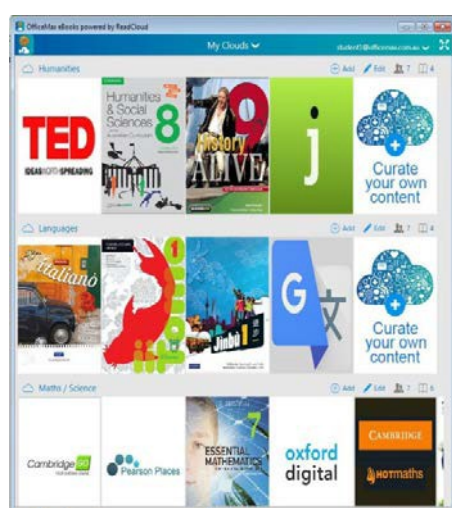
## Backordered items

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. OfficeMax will notify customers on the status of items on backorder.

## Questions?

For questions regarding your order and delivery, please contact OfficeMaxSchools on 1800 004 427.

## OfficeMax E-book Process



Parents will be able to order electronic resources alongside print textbooks, stationery and other items from the school booklist.

The OfficeMax eBook app will be used in 2018. Students will be required to download and use this app to access any electronic textbooks that they purchase from OfficeMax. The OfficeMax eBook app will provide students with ease of access to a variety of publishers housed in one location.

An activation email will be sent to both parent and student email addresses with all instructions required to download the OfficeMax eBook app and access purchased eBooks and other resources including the 12 month subscription to Language Perfect that is required for both German and Japanese and the Cambridge HOTmaths online interactive resource.

If you have any queries or concerns about the booklist, do not hesitate to contact the school.