

2021 Student Book Pack Ordering Process

Online ordering will be available from: [Friday November 6 2020](https://amsleighps.neto.com.au/) <https://amsleighps.neto.com.au/>

A step by step demonstration video is also located on the website!

Simply follow the below easy steps:

1. Find your child's/children's 2021 year levels. Click "Add to Cart" button.
2. This will display **the required book pack items** for that year level on your screen. You can **now** adjust QTY's, zero out items to delete them, or increase QTY's if required. There may also be some items that only need to be purchased if required, ie, items that may be retained from the previous year. Once you are happy with your adjustments click **"Add to Cart."** After all year level orders have been placed, click **Checkout Now.** (Multiple student orders will be delivered together with separate Year Level pick lists)
3. **Checkout Details:** Enter *Email Address, Your Name, Billing Address, Delivery Address, Contact Phone Number & Student's Name.*
5. **Payment Information:** Enter your credit card details into our secure checkout.

Office Corporate Online Ordering Site - <https://amsleighps.neto.com.au/> will be live on Friday November 6 2020 ready to take orders. The site has been designed to be fully functional with Desktop PC's, tablets, iPads and all other mobile devices.

Delivery, Packaging, Handling & Late Fees

Order at least \$55 in value of your recommended booklist requirements before December 14, 2020 and qualify for **FREE Delivery to your home address.**

Order less than \$55 of your booklist requirements and a packaging/handling fee of \$7.95 (inc GST) will apply.

Order AFTER December 14 2020, and there will be an additional \$7.95 (inc GST) late fee for all orders.

Missing Items:

Claims must be addressed with Office Corporate no later than 7 days after you have received your goods.

Payment Methods:

Payment Methods available online are: Visa & Mastercard via secure payment. Your card will be charged immediately at the time you place the online order. A Tax Invoice will be emailed.

Product Substitution & Back Orders:

If a product is unavailable at the time of packing, the product may be substituted with a similar product of the same or greater value. If a product is unavailable and cannot be substituted the product will be placed on back order. Backordered items will be sent to your initial order address free of charge once they are available.

Education Team:

If at any time during the order process you require assistance please feel free to contact our friendly education team on: Ph: **1300 855 085** or Email: education@officecorporate.com.au