

# Student Book Pack Ordering Process

Stationery Pack online ordering will be available from: [Friday 12<sup>th</sup> of November 2021](#)

<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 2022 year level. Click "Add to Cart" button.
2. This will display **the required stationery pack** items for that year level on your screen. You can **now** adjust QTY's, 0 items to remove them or increase QTY's if required.
3. Once you are happy with your adjustments click "**Add to Cart.**" Then click **Checkout Now.**
4. **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.

**\*\*\*If ordering full packs, ideally, please place 1 order per student, to ensure you get one separate package per student (otherwise pick lists will be consolidated into one parcel)\*\*\***

## Online Ordering Site

<https://amsleighps.neto.com.au/> will be live from Friday November 12<sup>th</sup> ready to take orders. The site has been designed to be fully functional with Desktop PC's, tablets, iPads and all other mobile devices.

## Packaging, Handling & Late Fees

Order your full recommended booklist requirements **before the 16<sup>th</sup> of December 2021 and qualify for FREE Home delivery.**

Order less than your full booklist requirements and a packaging and freight fee of \$7.95 inc GST will apply.

Order AFTER December 16<sup>th</sup> 2021, and there will be an additional \$7.00 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. Back ordered 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](mailto:education@officecorporate.com.au)