

## HOW TO ORDER

Please keep for your reference

Please select one of the convenient ways to complete your order:

### Order Online

The School Locker offers a convenient online ordering system designed to save you time and money. To order, select your school – <http://theschoollocker.com.au/schools/>

- Select the Booklist Tab from your schools page, then select the booklist year level. Where students have *subjects* to choose from they will each have their own 'booklist'.
- Add the *general stationery list* and your *relevant subjects* to build your booklist.
- Increase or decrease the quantities as needed then add the list to your cart.
- Please note: to complete your purchase, *non-booklist* items will need to be purchased separately.

If you have more than one student, you can add additional booklists to your order. Once you have selected all Booklists you require, proceed to the checkout and complete the Shipping Information. You will be required to select:

- **Delivery to your nominated address (\$6.90)**
- OR
- **Delivery to Store for Pick Up (FREE)** from The School Locker Oxley.

These options will only appear for a Booklist Purchase.

### Paper Form

Complete the attached **Order Form** and **Payment Form** and ensure all details are correct.

You can submit the completed **Form/s** to **The School Locker** in the following ways:

1. Hand in **Order Form** at **TSL Oxley** and make full payment in store.
2. Hand in **Order Form** and **Payment Form** at **TSL Oxley** and to be processed.
3. **Scan and email** your completed **Order Form** and **Payment Form** to [booklists@theschoollocker.com.au](mailto:booklists@theschoollocker.com.au)
4. Post your **Order Form** and **Payment Form** to *The School Locker – 103 Hyde Road, Yeronga QLD, 4104* no later than **October 25<sup>th</sup> 2016** for delivery by back to school (*note:* cash payment not accepted via post)

**Delivery to Nominated Address** - is \$6.90 per order to your nominated address (see important dates)

**Delivery to Store for Pick Up** – is FREE from The School Locker OXLEY (see important dates)

## Important Dates for Delivery

### **Round 1 - Orders received by November 2<sup>nd</sup> 2016.**

Delivery by **31<sup>st</sup> December 2016**

Pick up in store at **The School Locker OXLEY** available from **11<sup>th</sup> December 2016**

### **Round 2 - Order received by December 2<sup>nd</sup> 2016.**

Delivery by **23<sup>rd</sup> January 2017**

Pick up in store at **The School Locker OXLEY** available from **15<sup>th</sup> January 2017**

### **Round 3 - Order received after December 2<sup>nd</sup> 2016.**

**No Guaranteed Delivery date.**

You will receive an email confirmation once your Booklist has been shipped

## After you have ordered

### Tracking your order

Once your order has been shipped, parents will be updated with tracking information from **Australia Post**. This will be provided via email or text message using contact information provided.

### Booklist and delivery enquires

If you have ordered more than one pack, every effort will be made to deliver your packs at the same time, however due to the volume of deliveries some families may experience deliveries over several days.

If you ordered before the Round One cut off and your delivery has not been made by January 1<sup>st</sup> 2017; or if you ordered before the Round Two cut off and have not received delivery by Jan 23<sup>rd</sup> 2017; you can contact The School Locker via email at [booklists@theschoollocker.com.au](mailto:booklists@theschoollocker.com.au) or free call **1800 826 155**.

**\*\*Please provide your invoice number when making an enquiry\*\***

**The School Locker OXLEY**

**2118 Ipswich Road, Oxley, QLD, 4075**

**(07) 3725 2500**