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## How to order your 2020 stationery requirements

1. Click on the following link

<https://www.officemaxschools.com.au/NSW/Kariang/Central-Coast-Sports-College> and enter our school access key: **8WR3W**

2. Complete the student's details and select your child's year for **2020**.

3. Review your requirements list and make changes (if required). *Please note: some list items have been denoted by your school as a requisite for the subject or year.*

4. If you need additional items, top up from OfficeMax's Back to School special range, and checkout. *Please note: for home deliveries only, if you have more than one student at the same school, repeat the above steps.*

Once completed, an order confirmation will be sent to your email address.

*Please note: any technology items you order may be sent separately.*

### Order Deadlines and Delivery Information - Please ensure your order delivery address is your home address and not CCSC

- Orders placed on or before 8 December 2019 will be delivered free of charge
- Orders placed after 8 December 2019 will incur a delivery fee of \$12.95
- Orders placed on or before 1 December 2019 will be delivered prior to the end of December 2019
- Orders placed on or before 31 December 2019 will be delivered before the start of Term 1 2020
- For orders placed after 31 December 2019, delivery cannot be guaranteed prior to Term 1 2020

Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an e-mail will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at [auspost.com.au](https://auspost.com.au)

If you need help with placing your order, returns or refunds, delivery information or have a general enquiry, please visit [OfficeMaxSchools.com.au/help](https://www.officemaxschools.com.au/help)

*Note: PO Box addresses are not accepted by Australia Post.*