



Maitland High School 2023 Book Pack 2023 Book Pack Ordering Instructions

The easiest and most secure way to process your child's Book Pack requirements!

1. Visit <https://stuartanddunn.officechoice.com.au/booklist>
2. Enter the below login details below banner
School Code: MHS
Password: bts123
3. Hover over the **Select Year Level** drop down box on the top left of the page and select the required Year/Pack
4. Select the number of packs you require then click the **Add Selected To Cart** button on left hand side
5. Click the **Cart** in the top right of the page
6. Click the **Continue To Checkout** button
7. Select *Pick Up From School* from the **Delivery Method** drop down box
*All packs will be delivered to the school, ready for pick up on the first day of school.
8. Under **Student Information** enter the Student's Full name.
*If you have multiple students in the same year level, please enter all names using a comma as a separator
9. Under **Parent / Guardian Contact Details** enter your full name, email address and phone number
10. Click the **Continue To Payment** button
11. Enter your card details
12. Click the **Process Payment** button

ORDER BY 27th NOVEMBER 2022 to receive
your book pack at the Orientation Day on
Tuesday 29th November

All orders after this date will be available on the first day of school in 2023

Important information regarding your order

- There is a 1.5% surcharge for credit card transactions.
- Your card will be charged once your order has been processed by our warehouse.
- All orders place prior to 4:30pm Thursday 19th January will be available for pick up from the school on the first day of term one.
- All orders placed after 4:30pm Thursday 19th January will incur a \$5.95 delivery fee and will be delivered to home or work address only; PO boxes will not be accepted.
- Missing item claims must be raised with us within 7 days from receipt of goods.
- If a product is unavailable at time of packing your order, we may substitute with a similar product of the same or greater value.

Please contact Stuart and Dunn Office Choice with any questions

Phone: (02) 4966 0554 Email: education@stuartanddunn.com.au

Address: 10 Babilla Close, Beresfield NSW 2322