



CHELtenham EAST
PRIMARY SCHOOL

Dear Parents

Many thanks for supporting Cheltenham East Primary School with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2022. Packs will be delivered to the school for your child/ren.

Ordering will be available from Saturday 6th November 2021

PLEASE NOTE:

Orders must be placed by Monday 13th December 2021 to ensure delivery is on time.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **CHELTENEAS**
**Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt, and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school

For any assistance with ordering, please email booklists@maximofficegroup.com.au or call Maxim on 1800 25 35 35 and select option 1.

Thank you.
Maxim Office Group

