

Thursday 4th December, 2014

Dear Parent / Guardian

RE: 2015 SCHOOL STATIONERY ORDERING

Back to School time is fast approaching. To make it easy for you, we have teamed up with OfficeMax and have organised to have our back to school stationery and workbook lists for each class/year loaded on to myschool.co.nz/tetotara for you to view, download a copy, or order from. Just to quickly recap the OfficeMax MySchool benefits for you are:

- **Competitive prices** - find a lower price and OfficeMax will match it (conditions apply, see myschool.co.nz for details)
- **Free delivery** - for orders over \$57.50 incl. GST. Delivery must be to your home or place of work (not to the school).
- **Save valuable holiday time** - avoid busy shopping malls and shop online from the comfort of home
- **Multiple ordering options** - online at myschool.co.nz, freephone 0800 724 440, freefax 0800 367 724, mail order or OfficeMax retail store
- **Delivery that suits** - you can choose delivery to your home or workplace, and receive your order during the holidays
- **Quality product** - your child will start the year with the correct supplies that will last
- **Payment options** - choose to pay with your credit/debit card, internet banking (with DPS secure payment) or pay by cash in an OfficeMax retail store

Buying through OfficeMax MySchool can also earn our school Rewards which we can redeem for much needed educational supplies, equipment for our classrooms or for students in need.

In our experience we've found the easiest way to purchase your back to school stationery and workbooks is online at myschool.co.nz/tetotara Simply search for our school, select your child's class/subject lists and follow the instructions on the website.

Please note: You do not need a Student ID, please leave this field blank. If you have a new entrant starting in Term 1, 2015 you are able to order through this website – your child will be a Year 1.

To order by mail order and/or pay by cheque, all you have to do is go to myschool.co.nz/tetotara select the items you require, and when you get to the checkout, click on the Mail Order Form button. This will build a customised mail order form for you to print.

Note: All orders must be received prior to **Friday 23rd January, 2015** to ensure delivery before school starts on Tuesday 3rd February, 2015. Please check the delivery windows at myschool.co.nz/tetotara to ensure you place your order in time to receive before school starts.

If you do not have access to the internet, you can purchase stationery direct through OfficeMax (cnr Victoria St & Princes St, Hamilton) Ph: (07) 838-8604. Please advise them that you are from Te Totara Primary School and the year level your child/ren will be in 2015. They will have hard copies of all our stationery lists available at the OfficeMax shop from Monday 15th December onwards.

Regards,
Brian Sheedy
Principal

INSTRUCTIONS FOR ORDERING STATIONERY:



1. Type in www.myschool.co.nz/tetotara
2. Enter your child's First Name, Last Name and select the appropriate Year Level for 2015. Do not enter any details under Student ID. Click on Save & Continue
3. This will bring up the stationery list for your child's year level in 2015. **All items showing on this screen are compulsory to purchase, unless indicated by a note applicable the item on the order screen.**
4. Scroll down to the bottom of the page and click on "next". Click on "add items to cart".
5. If you have another child at Te Totara Primary School and need to purchase stationery for them, click on "Add Another Student" and this will bring you back to the screen where you enter your child's First Name, Last Name and Year Level for 2015.
6. Once your order/s are completed, a screen will show you a summary of your order. Click on "Mail Order Form" if you wish to pay by cheque and follow instructions.
7. Click on "Order Online" if paying by credit card and follow instructions.
8. A Specials Page will appear; these specials are optional and are only available through OfficeMax Direct. If you do not wish to add any of these items to your order, then select "No thanks, please continue".
9. Follow the instructions for payment and delivery details. Compulsory fields are indicated by an (*)
10. If you do not have access to the internet or would prefer purchase your stationery directly from the OfficeMax shop, their details are: OfficeMax, cnr Victoria & Princes Street, Hamilton Ph: 838-8604. They will hold copies of our stationery lists; just advise them which Year Level your child/ren will be in 2015.
11. These special "Back to School" prices on offer will be available through to the end of February 2015.

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