

## HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Dear Parents,

Many thanks for supporting Laurimar PS with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2024. Packs will be delivered to the school for distribution to their classroom.

If you have any questions, please call Maxim on 1800 25 35 35 and press option 1.

Please note;

Orders must be placed by the **22nd of December 2023** to ensure delivery to your child/ren's classroom is on time, ready for day one 2024.

- Orders can be placed after this date will not be delivered until early February.
- Orders placed after the 22<sup>nd</sup> January 2024 will incur a **late processing fee of \$15**.

Please contact the school office on 03 9717 7100 for any other queries.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **LAURIMAR**  
*\*Please note this is capital sensitive. Please enter code as displayed in screen.*
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/ Direct 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 distribution to their classroom.

Thank you.  
Maxim Office Group



### Frequently Asked Questions:

- **Do I have to use the online website?**
  - No, you are free to source the required stationery from anywhere. The online website is provided as a convenient option for parents. Payment through the website can be made with VISA or Mastercard credit or debit cards. ZIP Pay is also available.
- **Can I come and buy the book pack in the office?**
  - No, the school is not selling book packs from the office. They are only available online through [the website](#). The school is not involved in the transaction – you will be paying the external provider directly.
- **Can I buy the book packs on Compass?**
  - No, the school is not selling book packs. They are only available online through the website.
- **Can I buy the book pack in person from the supplier?**
  - No the supplier (Maxim Office Group) do not have a retail store. Items are only available for order online through [the website](#).
- **Can I bring stationery from home?**
  - Yes, you can supply stationery from anywhere (Big W, Smiggle, Officeworks, etc) so long as your child has all of the items in the list in the correct sizes and quantities.
- **What is in the book pack for each year level?**
  - You can see the [full book list on the website](#), and it can be printed to paper or PDF on the website. Copies are also available in the office.
- **Can I buy only some of the items (a partial pack instead of a complete pack)?**
  - No, in order to keep costs down the packs are pre-built and only available as complete packs. Partial packs are not available. If you do not want to purchase a complete pack (e.g. because you already have some items at home) then you will need to source the remaining items yourself.
- **Are there bulk discounts available for multiple children?**
  - No there are no bulk discounts.
- **Does the school supply stationery?**
  - No the school does not sell or provide book packs. Your children will need to bring their own book packs at the start of 2024 if you do not use [the website](#).
- **Can I use CSEF?**
  - CSEF is Camps, Sports and Excursions Funding, and therefore cannot be used for purchasing book packs.
- **Where and when will the book packs be delivered?**
  - If you use [the website](#) to buy book packs for your children then they will be delivered to the school and will be available at school when your children return to school in 2024.
  - If you are sourcing the book pack stationery yourself then your child will need to bring it with them when they start school in 2024.
  - The book packs cannot be collected from the supplier (Maxim Office Group).
- **What happens if I miss the December 22 cut off date?**
  - Orders placed after December 22, 2023 may not be available for the first day of school in 2024.
  - Any orders placed after January 22, 2024 will have a \$15 processing fee.