



## Maitland Grossmann High School 2024 Book Pack 2024 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/MGHS>
2. Hover over the **Select Year Level** drop down box on the top left of the page and select the required Year/Pack.
3. Select the number of packs you require then click the **Add All To Cart** button on right hand side.
4. A pop-up box will appear to add your child's full name. Once you have added their full name, select **Proceed**.
5. If you would like to add another child, repeat steps 1-4.
6. Click the **Cart** in the top right of the page.
7. Click the **Continue To Checkout** button.
8. Select your preferred delivery method from the **Delivery Method** drop down box:
  - *Pick Up From School* – If ordered before Friday 26<sup>th</sup> January, the pack will be ready for collection on the first day of school.
  - *Pick Up From Store* – You will receive a call when your pack is ready for collection.
  - *Home Delivery* – Our Couriers cannot delivery to PO Boxes. If no one is home, we may place your order in a safe place. Incurs \$5.95 delivery fee.
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.

### 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 for home delivery will incur a \$5.95 delivery fee and will be delivered to home or work address only.
- 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](mailto:education@stuartanddunn.com.au)

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