



# 2024 BOOKLISTS

Open for ordering **Wednesday 6 September 2023**

Last day for ordering **Friday 13 October 2023\***

STUDENT BOOK PACKS WILL BE AVAILABLE FOR COLLECTION AT SCHOOL FRI 1 DECEMBER 2023 8.30 AM – 10.30 AM  
OR DELIVERED FOR AN ADDITIONAL FEE DURING THE SCHOOL HOLIDAYS

## ORDER ONLINE



**1. Go to Booklist Website**

[booklist.officebrands.com.au/croydon](http://booklist.officebrands.com.au/croydon)

- Enter School Access Code: **greenleaf24**
- Select: Create an Order

**2. Enter Details** (Separate orders are required for each student but with single payment on completion.)

- Enter your child's name and select their year level for **2024**.

**3. Create your order**

- School predefined quantities for each product are displayed but can be adjusted if required.
- When finished, click on Add to Cart  
Review your order; (click on Edit Order if required).
- Select Checkout or Add another Student

**4. Checkout**

- Enter your details.
  - Select your Delivery / Collection option from the drop-down menu.
    - a. Home Delivery will incur an additional charge; \$17.50 for 1 pack, \$19.95 for 2 packs, \$21.95 for 3 packs or more.
    - b. Collect at School (free) – **Friday 1 December 2023, 8.30 am – 10.30 am.**
  - Click Next.
- ❖ Order Instructions / Notes: If you have chosen Home Delivery, please indicate where to leave your pack/s if you are not at home.

**5. Select payment type and submit your order**

An order confirmation will be sent to the email address on your order.

### **IMPORTANT INFORMATION**

*\*Late orders will be accepted after 13 October 2023 but will incur a \$15 late fee and may not be available for the start of school so Please do not delay.*

*Anyone experiencing financial hardship is invited to contact the school office BEFORE 13 October 2023*

**We are here to help. Any problems just call us on 03 9839 8400**