

Dear Parents and Guardians,

Thank you for supporting Tulliallan Primary School with the new online portal process for ordering stationery packs. We have partnered with Maxim Office Group to ensure a seamless start to school for 2022. All stationery packs will be delivered directly to the school.

Stationery pack orders can be placed via the Maxim portal from Wednesday 3rd November 2021.

Orders must be placed by Monday 13th December 2021 to ensure the delivery of your child's stationery pack in time for the first day of school in Term 1, 2022.

To place an order please follow these steps:

1. Follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **TULLIALLAN**
**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 student's 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 directly to Tulliallan Primary 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,

Kathy Sharp
Principal

Maxim Office Group

