

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Glen Huntly Primary School

Dear Parents,

Many thanks for supporting Glen Huntly PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2023. Packs will be delivered to the address you provide.

Please expect delivery by Tuesday 24th of January. If you are yet to receive delivery after this date, please call Maxim on 1800 25 35 35 and press option 1.

Please note:

Orders must be placed by Sunday 1st of January 2023 to ensure delivery is on time for the beginning of the school year.

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **GLENHUNTLY**
**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, contact details and delivery address 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 collection

Thank you,
Maxim Office Group Pty Ltd