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School Principal: Kelly Halliday  
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ABN: 81 960 156 844

## 2025 Stationery Packs

This year, we are encouraging all orders to be placed online if possible. Online ordering is fast, easy, and secure.

**Online ordering procedure for Maxim Office Group is attached for your information.**

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **DROUINWEST**

The closing date for ordering online is **Friday 15<sup>TH</sup> December 2024**. Orders after this date will incur a late fee of \$15.00 and are not guaranteed to be delivered before school starts.

All packs ordered on or prior to the closing date will be delivered in bulk to the school prior to commencement. All stationery packs will be taken direct to your child's classroom. There will be no collection days in 2025. Items will be named in the classroom.

**Stationery Pack Costs:-** (If ordering through Maxim Office Group)

Prep	\$171.45
Year 1	\$160.66
Year 2	\$158.17
Year 3	\$166.82
Year 4	\$157.69
Year 5	\$180.88
Year 6	\$187.09

***Alternatively, if you would like to purchase your own supplies, please see the attached list of required items. Please ensure you purchase the same/similar items as per the provided list.***

**Key dates:**

- **Ordering commences Monday 4<sup>th</sup> November 2024**
- **Ordering closes Sunday 15<sup>th</sup> December 2024**



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

### Drouin West Primary School

Dear Parents,

Many thanks for supporting **Drouin West PS** with the online portal for Bookpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2025. **Packs will be delivered to the school in January and distributed directly to classrooms (you do not need to collect them).**

Please note:

**Orders must be placed by Sunday 15<sup>th</sup> of December to ensure delivery is on time. Any orders after this date will incur a late order processing fee of \$15 and will be delivered in February.**

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **DROUINWEST**

*\*Please note this is capital sensitive. Please enter code as displayed in screen.*

3. Select the year level required for order **This is the year your child is going into for 2025.**
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 collection

Thank you,

Maxim Office Group Pty Ltd