DROUIN WEST
PRIMARY SCHOOL
EST. 1874

535 Main Neerim Road, Drouin West, 3818
PO Box 176, Drouin, VIC 3818
Ph: (03) 5625 1971
E: drouin.west.ps@education.vic.gov.au
School Principal: Kelly Halliday
www.drouinwest.vic.edu.au
ABN: 81 960 156 844

# 2026 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 **Sunday 21st December 2025**. 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 2026. Items will be named in the classroom.**

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

| | |
|---|---|
| Prep | $158.55 |
| Year 1 | $135.62 |
| Year 2 | $142.52 |
| Year 3 | $168.48 |
| Year 4 | $169.25 |
| Year 5 | $168.10 |
| Year 6 | $168.32 |

***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 Friday 7th November 2025**
- **Ordering closes Sunday 21st December 2025**

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# HOW TO ONLINE ORDER 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 2026. Packs will be delivered to the school for collection.

Please note:

**Orders must be placed by Sunday 21st of December 2025 to ensure delivery is on time, ready for collection from the school.**

**Any orders after this date will incur a late order processing fee of $15 and will be delivered within the 1st two weeks of February.**

For collection date information, please contact the school office.

To order your Bookpack:

1. Please follow this link: http://www.maxim.booklists.com.au or go to our main website and click the link 'BOOKLIST' as indicated below

2. Your access code is: **DROUINWEST**
   **Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order ***This is the year your child is going into for 2026.***
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 be displayed 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