

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Greensborough Primary School

Dear Parents,

Many thanks for supporting Greensborough PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2024. Packs will be delivered to the school.

If you have any questions, please call Maxim on 1800 25 35 35.

Please note:

The portal goes live for orders on Friday 13th October.

Orders must be placed by Friday 3rd of November 2023 to ensure delivery to the school at the end of 2023 so all resources are ready for your child for the start of the 2024 school year.

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **GREENSBPS**
**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 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 and sent to their 2024 classroom

Thank you,
Maxim Office Group Pty Ltd