

Dear Parents / Caregivers,

Yarrowarra Public School is providing you with an option for your back to school stationery for 2022. We have partnered with Maxim Office Group to ensure a seamless school start for 2022 where you can place an order for your child through their online portal. Stationery packs will then be delivered to the school for your child/ren. Alternatively, if you would like to source your own stationery, requisite lists will be distributed to all families towards the end of Term 4.

Please note;

Maxim orders must be placed by Monday 13 December 2021 to ensure delivery is on time, ready for collection from the school.

Collection of the packs so that you can label the stationery with your child's name will be on Staff Development Day, Day 1, Friday 28 January or Day 2, Monday 31 January 2022. For any enquiries please contact the school office on 02 9520 0277.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **YARRAWARRA**
**Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level required for order (remember this is your child's grade for 2022)
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 pack, 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 – PayPal and MasterCard available. Ensure payment details are correctly entered
11. You will receive a payment receipt via PayPal, and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school

For any assistance with ordering, please email bookpacks@maximofficegroup.com.au or call Maxim on 1800 25 35 35 and select option 1.

Thank you.
Maxim Office Group

