

### ONLINE ORDERING INSTRUCTIONS

**PLEASE READ CAREFULLY** as the process may have changed from previous years

**DUE DATE: 8 DECEMBER 2023**

- All orders will be Home Delivered to your nominated delivery address in December/January.
- Orders must be placed by the due date in order to guarantee delivery before the first day of Term 1.
- **Orders placed after the due date *may not be processed until February* due to our extremely busy schedule in January. NO EXCEPTIONS.**  
We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances, but the school is aware your pack may not be ready on the first day of school, so your child should not be disadvantaged.
- Orders placed after the due date will also incur an additional \$7.50 packing, handling & delivery fee.
- ***Do not put the school address as your nominated delivery address. If you do, it will be returned to Paperchase and you may be charged a re-delivery fee.***
- Complete packs only can be ordered through Paperchase. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.

#### **AUTHORITY TO LEAVE will automatically apply to all orders**

If you have particular requirements - e.g. have a particular place you'd like the parcel left, please note this in the **Order Instructions/Notes** section on the checkout page.

#### Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access Code: **BTSSWC**  
**Access code must be entered. Searching for school will not work**
3. Click 'Create Order'
4. Enter students first and last name, choose year level from the drop-down list click '**Continue**'.
5. Click 'Add Order to Cart'
6. You may then either Checkout or Add Another Student.

Please check your E-mail for order receipt. *If you do not receive email confirmation, please contact Paperchase directly to confirm your order was placed correctly.*

**PLEASE NOTE:** Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available\*

\* ZIP -Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply:  
<https://zip.co/create-an-account>

If you elect not to purchase the booklist through Paperchase please ensure children come to school on the first day with the required materials.

PLEASE SUBMIT ORDER ONLINE BY: **08-Dec-2023**

### ONLINE ORDERING INSTRUCTIONS:

Ordering is fast, secure and convenient. Simply;

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access code: **BTSSWC**
3. Click 'Create Order'
4. Enter student's name, select correct year level from the drop-down list and follow prompts to place your order

### STATIONERY PACK - Sold as a Pack only - items can not be altered

Qty	Code	Description	Unit
1	7003914	MARBIG METAL PENCIL SHARPENER 2 HOLE	EACH
1	4011178	SOFT GRIP SCISSORS 178MM	EACH
1	7005772	BOSTIK GLU STIK 35GM	EACH
1	6008094	COLOURED PENCIL ASSORTED PACK 12	EACH
2	7009116	MARBIG REFILLABLE DISPLAY BOOK A4 20 POCKET BLACK CLEAR FRONT	EACH
2	4000161	PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	EACH
1	7049367	RULER WOODEN 300MM POLISHED	EACH
1	7073648	CELCO PROTRACTOR 180 DEGREES 100MM	EACH
2	4000444	PICTOR PREMIUM A4 48 PAGE PROJECT BOOK 8MM PLAIN/RULED 70GSM LEO	EACH
5	4000024	PICTOR PREMIUM EXERCISE BOOK A4 RULED 8MM + MARGIN 64 PAGE MARS	EACH
4	4000475	PICTOR PREMIUM A4 64 PAGE PROJECT BOOK 8MM PLAIN/RULED 70GSM VIRGO	EACH
1	7054067	SUPREME FINELINER PEN 0.4MM PACK 10	PACK 1
6	7007061	STAEDTLER TRADITION 110 PENCILS HB	EACH
6	7021631	STAEDTLER STICK 430 BALLPOINT PEN MEDIUM BLUE	EACH
6	7021630	STAEDTLER STICK 430 BALLPOINT PEN MEDIUM RED	EACH
1	7071686	INITIATIVE HIGHLIGHTER WALLET OF 6	PACK 1
2	4052620	STAEDTLER 526 C20 SCHOOL ERASER LARGE	EACH
1	4000956	PICTOR COLOURED MARKERS PACK 12	PACK 1
2	4000895	PICTOR VISUAL ART DIARY A4 PP 120 PAGE 110GSM BLACK	EACH
1	7030015	HEWLETT PACKARD HP10S+ SCIENTIFIC CALCULATOR	EACH
1	4152555	MASTER 1525 BLACK DIAL COMBINATION PADLOCK	EACH
5	4028630	DOCUMENT WALLET A4 BUTTON CLEAR	EACH
1	4010002	PACKAGING: BTS HOME DELIVERY BOX	EACH

Pack Price: **\$108.61**

**PRE-PAYMENT IS REQUIRED (CREDIT / DEBIT CARD VISA & MASTERCARD ONLY. ZIP PAY ALSO AVAILABLE)**