

Thursday 30th November, 2017

Dear Parent / Guardian,

**RE: 2018 SCHOOL STATIONERY ORDERING
– PAYMENT BY CREDIT/DEBIT CARD OR SECURE INTERNET BANKING ONLY**

To make going Back to School easy for you, we have teamed up with OfficeMax MySchool again to have our stationery requirements loaded onto the website: myschool.co.nz/tetotara
We've found this is the easiest way for you to purchase your child's requirements. Simply search for our school, select your child's Year Level in 2018 and follow the instructions on the website.

Buying through OfficeMax MySchool also earns School Rewards for our school which we can redeem for much needed educational supplies, equipment for our classrooms or for students in need. **OfficeMax MySchool make Back to School easy for you with:**

- **Price Match Promise** - find a lower price and OfficeMax will match it! Conditions apply, see myschool.co.nz for details.
- **Free Delivery** - for orders over **\$46.00**. Plus; you can choose delivery to your home or workplace and receive your order during the holidays, straight to your door. See myschool.co.nz for delivery windows.
- **Multiple ordering options** - online at myschool.co.nz OR Freephone 0800 724440 OR in at the OfficeMax retail store located at the cnr Victoria Street & Princes Street, Hamilton.
- **Save valuable holiday time** - avoid busy shopping malls and traffic queues by shopping online from the comfort of your home so your child starts the year with the correct stationery supplies.
- **Quality product** - your child will start the year with the correct supplies that will last.
- **Multiple Payment options** – including secure internet banking, credit/debit card or pay by cash in an OfficeMax retail store.

Note: The Student ID field is NOT required, please leave this blank. If you have a 5-year-old new entrant child starting in Term 1, 2018 your child will be classified as a Year 1.

**Note: All orders must be received prior to Thursday 25th January, 2018 to ensure delivery before school starts on Tuesday 30th January, 2018.
Please purchase your child's stationery during the school holidays so that they have it on the first day of Term 1, 2018.**

If you do not have access to the internet, you can purchase stationery direct through **OfficeMax (cnr Victoria St & Princes St, Hamilton) Ph: (07) 838-8604**. Please advise them that you are from Te Totara Primary School and the year level your child/ren will be in 2018. They will have hard copies of all our stationery lists available at the OfficeMax shop from Monday 4th December onwards.

Regards,
Brian Sheedy
Principal


INSTRUCTIONS FOR ORDERING STUDENT STATIONERY: Credit/Debit Card or Secure Internet Banking Only

1. Type in myschool.co.nz/tetotara
2. Enter your child's First Name, Last Name and select the appropriate Year Level for 2018 from the drop-down box (do not enter any details under Student ID).
3. A green box ✓ will appear, click on "View Requirements List" at the bottom right of the page. This will bring up the stationery list for your child's year level in 2018. **All items showing on this screen are compulsory to purchase, unless indicated by a note applicable the item on the order screen.**
4. Scroll down to the bottom of the page and click on "Go to shopping cart" OR.....
5. If you have another child at Te Totara Primary School and need to purchase stationery for them, click on "+ Add Another Student", select "from the same school", this will bring you back to the screen where you can enter your next child's First Name, Last Name and Year Level for 2018 (do not enter any details under Student ID). A green box ✓ will appear, click on "View Requirements List" at the bottom right of the page.
6. Click "Go to Shopping Cart" then "Checkout" and follow the instructions for payment and delivery details. Compulsory fields are indicated by an (*). Click "✓ Confirm, next to payment details". Complete Part 2 Payment Details, select method of payment as instructed, click "Complete & Make Payment".
7. If you do not have access to the internet or would prefer purchase your stationery directly from the OfficeMax shop, their details are: OfficeMax, cnr Victoria & Princes Street, Hamilton Ph: (07) 838-8604. They will hold copies of our stationery lists; just advise them which Year Level your child/ren will be in 2018.
8. These special "Back to School" prices on offer will be available through to the end of February 2018.

Please note:

All orders must be received prior to Thursday 25th January 2018 to ensure delivery is received before school starts on Tuesday 30th January, 2018.

Your child's school stationery list requirements are uploaded to myschool.co.nz.
You can shop online, in-store, by phone or you can simply download a copy of the list.




1ST - 31ST DECEMBER 2017
BUY NOW, PAY LATER!*

Get Back to School stationery sorted early so you can relax these holidays.

When you order online at myschool.co.nz in December you won't be charged until we deliver - you choose when and where! Plus, you'll receive a **FREE magnetic family organiser**†.

* Payment by credit/debit card only. School donations and charges will be charged when you place your order. Further terms and conditions apply - see back page.
† While stocks last



OfficeMax