2 December 2016

2017 STUDENT STATIONERY PACKS

Dear Families,

As you would be aware you can now go online to www.packs4schools.com.au and order your child’s stationery pack for next year. Once ordered you will not need to purchase any further items for your child during 2017. Your child’s stationery pack will be delivered directly to the school.

Stationery packs must be ordered online by Friday 16 December 2016 and must be paid for by credit card or PayPal at the time of ordering.

If you do not have access to the internet please come and see our front office staff and they will be able to help get you onto a computer so you can order your child’s items.

To order, please follow the steps below:

1. Go to www.packs4schools.com.au
2. Select Kaleen Primary School Parents and Citizens Association from the drop down list on the left hand side
3. Select the 2017 year level pack you wish to order
4. Enter your child’s first name and last name
5. Tick the box next to Add to Order and click Add to Cart
6. Click Checkout  (Keep quantity at 1. Each pack ordered requires a separate transaction)
7. Enter your details and click Continue
8. Click payment method (credit card or PayPal)
9. Click I agree to the delivery terms and conditions (which is delivery to school)
10. Click Confirm Order and enter credit card or PayPal information
11. Click pay to finalise transaction
12. Repeat steps 1 - 11 for each child

Please note that you must complete a separate transaction for each stationery pack that you order.

If you feel you are unable to make a full payment by this date, payment options are available so please discuss with Diana Wallace or any of our friendly front office staff.

For inquiries regarding online orders please phone 1800 25 35 35 or email packs@maximofficegroup.com.au. If you have any questions regarding stationery packs, please do not hesitate to contact Joanne Keens at school on 6205 5888.

Kind regards,

Kaleen Primary School
P&C Assoc. Inc.