The attached order form lists items selected by Glasshouse Country Christian College as being required for the 2015 school curriculum. Please read all the information on pages 1 & 2 before choosing your order. Please order on-line or complete the order form attached.

ORDERING

**Option 1 – Order Online - by Wednesday 10th December 2014**

For a fast, simple and secure way to place your order visit www.austechofficechoice.com.au :-

1. Click on the Login button at the top right corner of your screen. Your Login details are Email: glasshouse@austechofficechoice.com.au Password: bts, Click on Login
2. At the top left of the screen will appear GCCC COLLEGE, click on this and a drop down list appears with ALL year levels, select the year level the student will be in during 2015
3. ALL items are preselected, adjust the quantity on items you wish to change, Click ‘Add to Order’
4. Review the items in your shopping cart and adjust again if required, you can then proceed by selecting ‘Proceed to Check Out’
5. Delivery Option, Select Delivery
6. Customer Reference - Your or Childs Name
7. Enter your Name, Address, and in the comments/Additional Requirements, you can enter Student Name, BOY/GIRL & YEAR LEVEL. Please complete Email address for confirmation email or order received.
8. Click on Payment details, Select Card type, enter credit card details and click on Complete Purchase. Your card will be charged at the time of placing your order.

**Option 2 – Order by Using Form**

Order your child’s stationery requirements by completing the attached order form and sending it back to United Office Choice by Wednesday 10th December 2014. We accept the following methods

Email – jayne@unitedoc.com.au, Fax – 07 5479 6854,

Office – Alternatively orders may be left at the GCCC Admin Office for collection.

**Bookpack payment Options & Details**

**PLEASE NOTE WE DO NOT ACCEPT CASH PAYMENTS**

Please ensure all payment sections are filled out correctly... *this could hold up processing your order.*

**ALL FORM ORDERS MUST INCLUDE A MANDATORY EMAIL ADDRESS FOR ORDER CONFIRMATION. IF YOU DO NOT RECEIVE AN EMAIL ORDER CONFIRMATION WE HAVE NOT RECEIVED YOUR ORDER.**

To avoid delays to your order, you must prepay by VISA, MASTERCARD or CHEQUE. If paying by card, your card will be charged at the time of ordering, if paying by cheque please make all cheques payable to United Office Choice.
CREDIT CARD □ □ □ □ □ □ □ □ □ □ □ □ □ CHEQUE □ □ □ □ □ □ □ □ □ □ □ □ □

Card Number ___/___/___/___ Expiry Date
Card Type VISA / MASTERCARD (select applicable card) Card CSV Code
Cardholders Name Cardholders Signature
Daytime Phone No

Cheques
Please make all Cheques payable to United Office Choice
Print name on the back of your cheque, this name must match the name on your order form.

Bookpack Delivery Information

NOTE: Only one delivery fee per family (if ordered together), delivery fees are as follows

$5.95 BEFORE December 10th 2014 (Recommended). These orders will be delivered w/c 12th January.
$10.95 AFTER December 11th upto 9th January 2015. These orders will be delivered w/c 19th January
$10.95 AFTER 10th January 2015. Delivery will be confirmed with you after processing, but not guaranteed for the beginning of the school year

If your 2015 Back to School orders are placed after the dates, we cannot guarantee delivery of packs before the beginning of the school year in 2015.

We cannot guarantee the availability of stock listed in your 2015 Back to School pack if orders are placed after the dates.

Your nominated delivery address can be Home/ Work/ Relatives/ Friends/ Etc
Student/Parent Name:
Delivery Address:
Suburb: Postcode:
Daytime Phone No: Mobile No:

Please Tick □ □

I authorise the courier to leave my order in a safe dry place at my nominated delivery address.
All deliveries to businesses will require a signature upon delivery.

*WE DO NOT DELIVER TO A PO BOX*