The attached order form lists items selected by Glasshouse Country Christian College as being required for the 2014 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**

For a fast, simple and secure way to place your order visit [www.austchofficechoice.com.au](http://www.austchofficechoice.com.au) and follow the 9 easy steps.

1. To start Login. Your Login details are username:- **glasshouse@austchofficechoice.com.au**
   Password : bts
2. Click on gcc (top left of screen) and select the year level that you/student will be in during 2014
3. The year levels official list appears with ALL items preselected
4. Adjust the quantity of items that you wish to change then Click ‘Add to Cart’
5. Review the items in your shopping cart and adjust again if required, and proceed by selecting proceed to Check Out.
6. Select Delivery
7. Enter your contact details, Student Name and Year Level delivery address and click payment details.
8. Enter credit card details and proceed to Pay Now.

All online orders must be paid by VISA or MASTERCARD. Your card will be charged at the time of placing your order.

**Option 2 – Order Using Form**

Order your child’s stationery requirements by completing the attached order form and sending it back to United Office Choice by the Monday 9 December 2013. We accept the following methods:

Email – **jayne@penfoldoc.com.au**  Fax – 07 5479 6854

Post – Austech Office Choice, PO Box 5443, Maroochydore BC 4558 or alternatively orders may be left at the GCCC Admin Office. **PLEASE NOTE WE DO NOT ACCEPT CASH PAYMENTS**

Please ensure all sections on pages 2 and 3 are filled out correctly... *as 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 WITHIN 5 WORKING DAYS 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 Austech Office Choice.

**Orders placed by the 5th December 2013 will be guaranteed on time delivery / pick up.**

Late orders must allow at least 10 working days to process requirements.
## BOOKPACK PAYMENT OPTIONS & DETAILS

<table>
<thead>
<tr>
<th>CREDIT CARD</th>
<th>CHEQUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td></td>
</tr>
<tr>
<td>Card Number</td>
<td>Expiry Date</td>
</tr>
<tr>
<td>Card Type</td>
<td>VISA / MASTERCARD (select applicable card)</td>
</tr>
<tr>
<td>Cardholders Name</td>
<td>Cardholders Signature</td>
</tr>
<tr>
<td>Daytime Phone No</td>
<td></td>
</tr>
</tbody>
</table>

### CHEQUE

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

### DELIVERY TO NOMINATED ADDRESS – DELIVERY FEE $5.95 PER ORDER

Bookpack Delivery – FROM 14<sup>th</sup> TILL 17<sup>th</sup> JANUARY 2014

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*