

HOW TO ORDER 2017 BOOKLISTS

Please return your booklists ASAP to guarantee the items required are available. Lists can be returned as early as November, giving you the option to collect before Christmas, or we can conveniently store them for you until the end of January 2017.

Your stationery lists can be returned by:

- Online: www.albanyopd.com.au/booklists (see below for easy steps)
- Email: booklists@albanyopd.com.au
- Faxed: 9842 6877
- Dropped into Albany Office Products Depot at 39 Sanford Road ALBANY WA 6330
- Via your school before the collection date is due
- **ALBANY OFFICE PRODUCTS DEPOT WILL DONATE 20% BACK TO YOUR SCHOOL**

Once received, your Booklist will be picked, packed and will usually be ready for collection the next business day, however we will hold your order until it is convenient for you to collect. If you wish to visit our store, we can assist you to pick your booklist without delay. If you have a business account with Albany Office Products Depot, you can also elect to have your orders delivered to your business address.

When collecting your booklists, payment can be made by Cash, Cheque, Credit Card, or charged to your business account.

Should you wish to receive 84 free name labels, please select the 'Complimentary Name Labels' option on your booklists.

We are locally owned and operated and have been providing Back to School Stationery to local schools for 15 years. Our experienced and dedicated team will be more than happy to provide assistance with your booklists if required.

Trading hours:

Monday to Friday 8.30am till 5.30pm

Saturday 9.00am till 12.00noon

Closing over Christmas/New Year from 24th December and reopening on the 3rd January 2017

HOW TO PLACE YOUR ORDER ONLINE

1. Navigate to www.albanyopd.com.au/booklists and select your school and year level
2. Enter the students name at the top, adjust the quantities next to each item as required and click the 'Add to Order' button
3. Scroll to the bottom and click Continue Checkout
4. Fill in your details, click Next and then click Submit Order

NOTE: If you wish to have invoiced to your "business account" please enter your business name in the 'Shipping Instructions' box prior to clicking Submit Order



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DEPOT** your office supply heroes