

BACK TO SCHOOL

2024



Dear Parents / Guardians and Students,

We are pleased to advise that we will be using Jaybel Office Choice for the 2024 back to school packs. Jaybel is a 100% Australian Family Owned & Operated school supplier. We've been working with Jaybel to make sure your child has an easy start to the new year.

We have selected the 'best value for money' products and quantity that we believe will last for your child's needs for the full year.

Please ensure that your child has everything listed on this form to start the 2024 school year.

2024 Online Ordering Guide

- Ordering is fast, secure and convenient. Simply visit <https://jaybel.officechoice.com.au/booklists> and follow these easy steps.
- Enter the School Code: **BTSBW001** & Password: **BW2024**
- Select your child's year required for 2024 from the menu "Select Year Level"
- Quantities recommended by the school are noted as "Suggested Qty" against each item.
- To make ordering easy, you have the option to order a complete booklist pack or you can customise your order as required.
- After selecting your items, click on "Add Selected Items to Cart".
- Next, enter the Name of the Student this order is for and click "Proceed"
- If you wish to order for another student, use the menu to select the year level and follow the same steps.
- Once you have added all items required, click on the Shopping Cart Icon in the top right corner.
- Review your products in the shopping cart before checking out.
- Click on Continue to Checkout.
- Next select your Delivery Method, then enter your address details, your Name, Email and Phone in the fields provided.
- Click on Continue to Payment.
- Make payment and complete the order.
- Once complete, you will be presented with an order confirmation screen and an email confirmation will be sent.

Important information regarding your Delivery

- Delivery fees: \$9.95 per order inc. GST delivered directly to home or work. **Alternatively, we can send your book pack FREE of charge directly to the school, orders sent to school will be ready for collection from the school Hall on Monday 15 January after 2pm.**
- Orders placed before 3rd January 2024 will arrive before Term 1 2024.
- Deliveries will commence on or before 1st December 2023. Orders are shipped with Authority to Leave and do not require a signature on delivery. Please allow up to 3-4 working days for orders to be delivered after order placement, (home deliveries only).
- Contact sales@jaybel.com.au if your order hasn't arrived by January 14, 2024
- Once the order has been dispatched you will receive an order tracking number via email.
- For assistance with the website, your order, delivery information, or a general enquiry, please email sales@jaybel.com.au or call **07 3423 5888**.