

# Get ready for **Back to School 2024** with Officeworks School List Service

We are delighted to announce that your school has chosen to partner with Officeworks for your 2024 booklist requirements.

Officeworks School List Service online portal is the easy and convenient way to sort out all of your Back to School requirements ready for the new school year giving you access to our wide range of school supplies and low prices.

Please follow the below steps to complete the booklist process for your student/s for 2024.

## How to Order:

- 1** Go to School List Service [officeworks.com.au/app/school-list-upload/](https://officeworks.com.au/app/school-list-upload/)
- 2** Search and select your student's state, school and year level.
- 3** Review the booklist recommended by your school.
- 4** Add any extra items (For example, lunchboxes or drink bottles).
- 5** Choose Home Delivery or Click & Collect.
- 6** Pay for your order.

## Additional Information:

- The School List Service is available October 2023 – 2 February 2024.
- School List Service prices are available online only and not applicable in-store.
- Raise separate orders for each student's school list if separate packing is required, otherwise all ordered items will be consolidated.
- Direct any queries relating to Voluntary Contributions to your school.
- Orders >\$55 in metro locations are free of charge. For full delivery terms and conditions please refer to [officeworks.com.au/delivery](https://officeworks.com.au/delivery)
- If an item is not in stock when ordering, a substitute product will be supplied.
- If an item becomes unavailable after ordering, it will be cancelled, and an email notification and refund will be issued.
- Visit [officeworks.com.au/contact-us](https://officeworks.com.au/contact-us) us for any delivery/order related enquiry.