



The attached order form lists items selected by Glasshouse Christian College as being required for the 2017 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 Friday 9 December 2016

For a fast, simple and secure way to place your order visit

<https://austech.officechoice.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 GCC COLLEGE, click on this and a drop down list appears with ALL year levels, select the year level the student will be in during 2017
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 must 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 Friday 9 December 2016.**

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

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

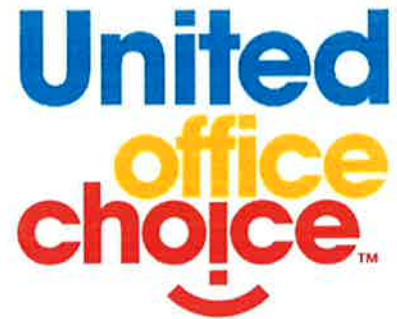
Bookpack payment Options & Details

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

\$6.50 RECEIVED BEFORE 9th December 2016 (Recommended). Will be delivered w/c 10th January.

\$10.95 RECEIVED AFTER 10th December up to 2nd January 2017. Will be delivered w/c 17th January

\$14.95 RECEIVED AFTER 3rd January 2017. Delivery will be confirmed with you after processing, but are not guaranteed for the beginning of the school year

If your 2017 Back to School orders are placed after the dates, we cannot guarantee the availability of stock listed in your 2017 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:

AUTHORITY TO LEAVE AS PER TENDER DETAILS FOR GLASSHOUSE CHRISTIAN COLLEGE

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