

# Get ready for **Back to School 2025** with Officeworks School List Service

We are delighted to announce that your school has chosen to partner with Officeworks for your 2025 booklist requirements.

Please follow the below steps to complete the booklist process for your student/s for 2025.

## 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. Enter your student's name, set your location for either Delivery or Click & Collect, and review the booklist determined by your school. You can change quantities, colours, or remove an item entirely. Only order what you need for the new school year.
4. Once you're ready, hit the "Add selected to cart" button. You can now add any extra items to your cart from the Officeworks website, such as lunchboxes or drink bottles.
5. Choose Home Delivery or Click & Collect.
6. Pay for your order.



## We have flexible delivery and payment options to suit your needs.



### Deliver to door, or pick up in store.

With home delivery and free Click & Collect you can pick the option that suits you.



### You can buy now, pay later.

Officeworks offers a variety of payment methods for your convenience.

## Additional information & key dates:

- The School List Service is available November 2024 – 2 February 2025.
- Place your order by **6 January 2025** to ensure delivery by Term 1.
- 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 >\$65 in metro locations are delivered free of charge. For full delivery terms and conditions please refer to [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery)
- If an item is not in stock when ordering, a substitute product will be offered.
- 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://www.officeworks.com.au/contact-us) for any delivery/order related enquiry.