



Callaghan College Wallsend Year 7 2023 2023 Year 7 Book Pack Ordering Instructions

The easiest and most secure way to process your child's Book Pack requirements!

1. Visit <https://stuartanddunn.officechoice.com.au/booklist>
2. Enter the below login details below banner
School Code: CCWS
Password: bts123
3. Hover over the **Select Year Level** drop down box on the top left of the page and select the required year.
4. Select the number of packs you require then click the **Add Selected To Cart** button on left hand side.
5. Click the **Cart** in the top right of the page.
6. Click the **Continue To Checkout** button
7. Select Delivery or Pick up from the **Delivery Method** drop down box
 - For Home Delivery fill out the delivery details as specified
 - For Pick Up; Add the Student's Full Name, the pick up details will pre-fill
8. Under **Student Information** enter the Student's Full name.
*If you have multiple students in the same year level, please enter all names using a comma as a separator
9. Under **Parent / Guardian Contact Details** enter your full name, email address and phone number
10. Click the **Continue To Payment** button
11. Enter your card details
12. Click the **Process Payment** button

Important information regarding your order

- The Year 7 pack will cost \$64.00 including GST.
- There is a 1.5% surcharge for credit card transactions.
- Your card will be charged once your order has been processed by our warehouse.
- All orders being collected from our office in Beresfield will be ready to collect within 5 working days from order placement. **You will receive a call to arrange contactless pick up when your pack is ready.**
- All orders being delivered will be dispatched within 5 working days from order placement.
- PO boxes will not be accepted.
- Missing item claims must be raised with us within 7 days from receipt of goods.
- If a product is unavailable at time of packing your order, we may substitute with a similar product of the same or greater value.
- Items we are unable to substitute will be placed on backorder. We will ship these items when they become available.

Please contact Stuart and Dunn Office Choice with any questions

Phone: (02) 4966 0554 Email: education@stuartanddunn.com.au

Address: 10 Babilla Close, Beresfield NSW 2322