Dear Parents and Students

Your 2014 Back to School Stationery requirements can be:
- ordered online at www.impactofficesupplies.com.au by 15 December 2013 (Recommended)
- or purchased at a stationery supplier of your choice

ONLINE ORDERING

- Go to www.impactofficesupplies.com.au
- At the home page, Click on “Back To School Packs”
- Enter the password – arduolac
- Select your child’s 2014 year level
- Please add student and parents name
- Select products required (refer to stationery booklist) by entering the quantity required and clicking on “Add to Cart”
- Once you are satisfied, please click on “Check Out”
- This gives you an opportunity to double check your order and make sure you are satisfied
- Once you have checked your order and are happy to proceed click on “Process Cart”
- Complete all the student/parent details and the delivery details in the fields provided
- Click on “Process Cart & Process Payment”
- Complete all the required fields for payment by credit card and click on “Next”
- Click on “Return to Impact Office Supplies”
- Your order has now been placed with Impact Office Supplies
- A new order must be completed for each child

Please note: if you are ordering two or more book packs, these may not be delivered at the same time. Impact Office Supplies will deliver your Back to School Packs for 2014 prior to the commencement of Term 1. If no one is home, your parcel will be left at the delivery address.

Your child’s stationery requirements for 2014 are listed over the page.