MT MARTHA PRIMARY SCHOOL BOOKLIST

2027

ONLINE ORDERING INSTRUCTIONS

PLEASE READ CAREFULLY as the process may have changed from previous years

DUE DATE: 3 DECEMBER 2026

Important Information

- All Packs will be Home Delivered during December/January if placed by the due date.
- Orders **must be placed by the due date above** in order for your child to receive their pack for the first day of Term 1.
- **Orders place after the due date may NOT be delivered until early-mid February due to our extremely busy schedule in December and January.**
  Paperchase will do their best to ensure timely delivery, but orders placed after the Due Date are not guaranteed to be delivered before school starts. We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances, but the school is aware your pack may not be ready on the first day of school, so your child should not be disadvantaged.
- ***Do not put the school address as your nominated address. If you do, it will be returned to Paperchase and you may be charged a re-delivery fee.***
- All packs will be delivered and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.
- Orders placed after the due date will also incur additional Processing, Handling and Delivery charges as outlined below.

Delivery Service: All home-delivery orders will be delivered to your nominated delivery address via Australia Post. Please note that specific delivery times cannot be requested**. AUTHORITY TO LEAVE will automatically apply to all orders.** If you have particular requirements - e.g. have a particular place you'd like the parcel left, please note this in the **Order Instructions/Notes** section on the checkout page.

ORDER DATE	Processing, Handling & Delivery Fee
Up to 3 December	-
3 December-1st February	+$7 per pack

Online Booklist ordering will close on 1 FEBRUARY 2027.

You will not be able to order through our dedicated Booklist Website after this date. Please order early to avoid disappointment

Online Ordering Procedure

1. Go to https://booklist.paperchase.com.au
2. Enter this School Access Code: **PMT003**
   Access code must be entered. Searching for school will not work
3. Click 'Create Order'
4. Enter student's first and last name, choose year level from the drop-down list and click **'Continue'**
5. Add any optional items to your order (if applicable) and click 'Add Order to Cart'.
6. You may then either Checkout or Add Another Student.

Please check your E-mail for order receipt. *If you do not receive email confirmation, please email booklist@paperchase.com.au directly to confirm your order was placed correctly. Please do not put the school email address down as your contact.*

PLEASE NOTE: All packs will be delivered to your nominated delivery address and therefore must be pre-paid. Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available*

If you elect not to purchase the book pack through Paperchase ***please ensure children come to school on the first day*** with the required ***materials*** as ***detailed on the Student Book Pack List.***

* zip Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply: https://zip.co/create-an-account