John Paul College Booklist Ordering Instructions for Back To School 2014.

Years P – 12 will need to be ordered On-line by 5 January 2014 for home delivery before 24 January 2014.

On-line Ordering

- **Primary Students (P-6)**
  - Place your order from 18 October to 15 November 2013 and it will be *home delivered* to your RESIDENTIAL/BUSINESS or PO BOX between Monday 9 and Friday 20 December 2013.
  - Place your order from 18 November 2013 to 5 January 2014 and it will be *home delivered* to your RESIDENTIAL/BUSINESS or PO BOX between Monday 13 and Friday 24 January 2014.

- **Senior Students (7-12)**
  - Place your order from 18 October 2013 to 5 January 2014 and it will be *home delivered* to your RESIDENTIAL/BUSINESS or PO BOX between Monday 13 and Friday 24 January 2014.

To use the internet ordering system, go to the [www.symonsed.com.au](http://www.symonsed.com.au) and follow the links. Enter your College logon code **JPC01 (JPCzero1)** and follow the prompts. Should any parent not have on-line access please contact Symons on 07 5531 3633 for alternative arrangements.

- All orders must be paid for at the time of placing your order. Payment can be made via Visa/Mastercard/Amex when placing your order online.

**STEP BY STEP ORDERING INSTRUCTIONS**

- Click on Back to School Orders button.
- Enter your College logon code **JPC01 (JPCzero1)**
- Fill in the details of your Child’s name, RESIDENTIAL/BUSINESS or PO BOX ADDRESS and DAYTIME contact details. Should you wish to collect Book Packs from the College Retail Centre, instead of home delivery, please specify the JPC Retail Centre as your delivery address.
- Select your Year level and click the **Save Details** button.
- Please ensure that you read the **Order Documentation**.
- Should you require a full pack, just click the Full Order button. If a full pack is not required, just tab to the order qty column and key in the number required.
- Click on **Save Details**.
- Should you have additional students, click on Next Student, if not click on Payment Page.
- Click on the **Payment Page**.
- You will now be in **secure payment area with NAB bank**.
- Click on the type of credit card you wish to pay with (eg. Visa, Mastercard or American express.)
- Fill in your credit card details and click on the Pay Now button.
- Once your credit card payment has been approved, you will receive an Order Confirmation on screen. A confirmation will also be forwarded to the email address you have included in your child’s details. Please retain your ORDER REFERENCE NUMBER for any queries you may have.
- Should you not receive confirmation and Order Reference Number, please contact Symons Educational Supplies on 07 5531 3633. You must remember to click the Pay Now button for your order to be placed.

**REMEMBER TO PLACE YOUR ORDER BY THURSDAY 5 JANUARY 2014**

To place orders after 5 January 2014 please contact Symons Educational Supplies. All late orders must be paid before delivery. Late orders will be delivered to the Retail Centre as soon as possible. (Not direct to home)