



Red Hill Consolidated School 2025 Booklist Ordering Instructions

1. Visit <https://rosebud.officechoice.com.au/redhillschool>
2. Hover over **Select Year Level** dropdown box located top left and select the required year
3. Select the number of packs, which scissors and extras you require, then click **add all to cart** button.
4. A pop up box will appear to add your child's full name, do this and then press **proceed**
5. If you would like to add another child, repeat steps 1-4. **This needs to be done now to avoid additional delivery fees.**
6. Click the cart at the top right of the page to checkout
7. Click the checkout button, then continue to checkout
8. Select delivery method
9. Input delivery & parent details – if you would like your order left unattended in a safe place at time of delivery, please enter this into the instructions box
10. Select continue to payment
11. Input payment details & click process payment

Important information regarding your order

- Your card will be charged at the time of purchase.
- No orders will be accepted after **November 30th 2024.**
- Orders are only available for home/work delivery at a \$9.95 delivery fee. If you are not home at the time of delivery a calling card will be left with further instructions.
- You will receive a text message 24-48 hours before delivery to confirm.
- 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 directly to the school when they become available and they will be distributed via the classroom.

Please contact Rosebud Office Choice with any questions
03 5981 2733 sales@rosebudofficechoice.com.au
32 Wannaeue Place, Rosebud, VIC, 3939