

Can't make it in? Going on Holiday?

# Place Your Booklist Order Online!

Birchalls are pleased to make their Internet Ordering System available to Parents and Students. Just follow these steps:

1. Internet Orders will commence on the 12th December 2011
2. Go to [www.birchalls.com.au](http://www.birchalls.com.au)
3. Click on the *Textbooks Online* button.
4. Where it says *Enter your School Code here* type the following code which corresponds to the Grade you want:

Kinder: 2SMCK	Prep: 2SMCPRE
Grade 1: 2SMC01	Grade 2: 2SMC02
Grade 3: 2SMC03	Grade 4: 2SMC04
Grade 5: 2SMC05	Grade 6: 2SMC06
Grade 7: 2SMC07	Grade 8: 2SMC08
Grade 9: 2SMC09	Grade 10: 2SMC10
Grade 11-12: 2SMC11-12	
5. Type in the Password: **2012**
6. Place a tick in the boxes next to the items you wish to order.
7. Press *Click here to add all 'checked' items to your shopping list.*
8. *Quantities* can be changed or amended for each item at this point, once you have changed the quantity of items, press the *Refresh Quantities* button.
9. A postage charge of \$10 will be added to your order.
10. Once quantities are correct Click *Confirm The Above Order.*
11. Click on the link to pay by Credit Card.
12. Enter ALL your details as requested.
13. Follow the prompts. You will be directed to the Commonwealth Bank Secure Internet Payment Service for your Credit Card details. Please be advised your card will be charged straight away, please allow 14 working days for delivery.
14. Internet Orders close two weeks prior to commencement of School year.

**birchalls**

Any questions please Free Call 1800 806 867