ABN: 80 634 406 769

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Ripponlea Primary School

Dear Parents,

Many thanks for supporting **Ripponlea Primary School** with the online portal for Bookpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2027.

Please Note:

- **Orders must be placed by Sunday 27th December 2026** to guarantee on-time delivery to the school. Any orders placed after this date will incur a $15 late fee and be delivered within the first two weeks back of Term 1, 2027.

- Book packs will be delivered directly to the school during the holiday period and given to students during their first week.

How to order your Bookpack:

1. Please follow this link: http://www.maxim.booklists.com.au or go to our main website and click the link 'BOOKLIST' as indicated below



2. Your access code is: **RIPPONLEA**
   **Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order ***This is the year your child is going into for 2027.***
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will be displayed on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you,
Maxim Office Group Pty Ltd

Maxim Office Group Pty Ltd
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Leeton NSW 2705
LEETON – SYDNEY - MELBOURNE