

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Ripponlea Primary School

Dear Parents,

Many thanks for supporting Ripponlea PS with the online portal for Bookpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2026. Packs will be delivered to the school for collection.

Please note:

Orders must be placed by Friday the 19th of December to ensure delivery is on time, ready for collection from the school.

Any orders after this date will incur a late order processing fee of \$15 and will be delivered within the 1st two weeks of February.

For collection date information, please contact the school office on 03 5334 0253.

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 in screen.*
3. Select the year level required for order ***This is the year your child is going into for 2026.***
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 display 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