# Hunter Valley Grammar School

## 2022 Book Pack Online Ordering Instructions

The easiest and most secure way to process your child's Book Pack requirements!

1. 1. Visit https://stuartanddunn-booklists.officechoice.com.au/
2. Click the **Back to School Booklists** Banner
3. Select **Hunter Valley Grammar School** from the *Select School* drop-down box
4. Select which year/stage your child will be in from the *year level* drop down box, if you have children in multiple years, you can add more packs once in the *Cart*
5. Add or subtract products desired for your child's pack, quantities for all products can be amended.
6. At the bottom of the page, enter the Student's Details, Parent's Details and select **Order Products**. All fields on this page are mandatory.
7. Enter your billing address and click **Next**
   *All packs will be available for collection on the first day of school
8. Click **Continue**
9. Select **Credit Card** as the payment method
   *Please note, this is the only payment option
10. Select **I agree to the terms and conditions**
11. Click **Place Order**

**Important information regarding your order**

- There is a 1.3% surcharge for credit card transactions.
- Your card will be charged immediately from order placement.
- All orders will be delivered to the school and will be distributed to children by school.
- Please leave your contact number, should we need to reach you regarding your order.
- 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 are unable to be substituted will be placed onto backorder and we will ship these items when they become available.

**Please contact Stuart and Dunn Office Choice with any questions**

Phone: (02) 4966 0554 Email: education@stuartanddunn.com.au

Address: 10 Babilla Close, Beresfield NSW 2322