

2017 STATIONERY ORDER OPTIONS

All students and parents are offered the option to purchase stationery in Packs (Year 9 only) or by each product item individually (Year 9, IGSE/AS-A levels) as per subject list provided by your classroom teacher. We recommend purchasing a supply of product for the year as all items are heavily discounted at Back to School pricing.

Orders can be placed from 1st December 2016

1. Online Ordering Instructions (Preferred)

- GO to www.opd.co.nz/takapuna
- At the top of your screen key in your User ID & Password (user ID starts with 'p').
- Click PRODUCTS on the Orange ribbon and click PINEHURST STUDENTS
- Select Year Level and place order as required by either pack or by selecting product per subject. Note that if you can't see prices then you are not logged in correctly.
- Select items and fill in quantity required in the boxes and then Add to Cart (at bottom right)
- Once finished, click View Cart on left to review and then Check Out to place your order. Please complete address details as required by * - i.e. contact name, email and contact number but do not change address which is setup to go to the school for delivery in January 2017
- Click + PROCEED button
- Click + CONFIRM ORDER button. An order confirmation number & automatic email will be generated at this stage confirming your order has been received.

2. Email Ordering Instructions

Email sales@opdtaka.co.nz OR stationery@pinehurst.school.nz your 2017 requirements

Include USER ID, contact telephone number and specifics of product required

3. Telephone or FAX Ordering

FAX: 09 489 4104 or call Clive, at Office Products Depot, Takapuna, on 09 4861778
(If faxing tick/circle requirements as highlighted text does not fax well)

Distribution

All orders are individually packaged, sealed and named and delivered to the school directly.

Orders made by **5pm 20 January 2017** will be available for collection from your POD teacher at Parent Conferences.

Order placed after the cut-off date we will endeavour to deliver for the first day of school but that cannot be guaranteed. *All 'late orders' will be channelled to the accounts office for pickup by students.* 'Late' and uncollected stationery orders will be available for collection in the accounts office after these dates.

Payments

Stationery ordered from the school will be charged to student school accounts in February 2017.

If you have any queries or require assistance to place your order, please contact OPD Takapuna sales@opdtaka.co.nz or stationery@pinehurst.school.nz

Name:

2017 Year Level:

OPD User name:

OPD Password: