



SBA Office National

Stationery • Furniture • Machines

Booklist Ordering Instructions for 2021

2021 Online Booklist Ordering is now open. We recommend orders be placed by 31st December 2020 to ensure on time delivery for the 2021 school year.

Order before 31/12/20 and receive 10% off all 2021 stationery items.

Offer excludes: TI-84 calculators, text/ reference books & novels.

Ordering Online:

1. Go to <https://booklist.officebrands.com.au/sba>
2. Enter 'O'Loughlin Catholic College' in the search box.
3. Select 'Create an Order'
4. Enter **Students details** and **Select student's year level for 2021**
5. Complete order selections by amending required quantity fields
 - a. Quantities shown are the suggested requirements
 - b. If not required make sure to change quantities

Further information:

Novels

Students require a hard copy of novels (or an eBook if preferred).

Some students may require an audiobook. In this instance, a hard copy of the text is also required. The audiobook can be purchased online independently.

Covid-19

Due to the global pandemic, some texts have become difficult to source. Consequently, it is necessary to get orders in promptly.

Orders can be paid for through a secure online-payment facility or on collection of textbooks. Zippay facilities are also available online.

Collection:

SBA Office National will contact you once goods are ready for collection. Collection times will vary depending on stock availability and workload but generally allow 48hours for your order to be packed. **Please note orders placed after 15/1/2021 are not guaranteed to be completed prior to the commencement of the school term.**

Opening Hours are 8.00am to 5pm Monday to Friday. We will also be open Saturday morning 9am – 12noon on the 17/1/2020 and 23/1/2020 for booklist collections.

We are located at 2 Nylander St Stuart Park.

Delivery:

A delivery option (**Darwin/Palmerston Areas Only**) is available for \$9.00 for the first booklist and \$2.00 for every kit thereafter to the same address.

Home deliveries will be made Monday to Friday.

To contact SBA Office National Email: sba@sbaon.com.au or Phone: 08 8944 7979