

Booklist information for parents from KW Direct

Book Lists – Please order early

1. All booklist enquiries should be directed to KW Direct at admin@kwdirect.com.au
2. Please include the school, student's name, and year level. Hardcopy booklists can be downloaded from the KW Direct website or are available up request. Phone 8356 4000.
3. Online ordering will commence on the 14/11/22.

Ordering On-line

- Go to www.kwdirect.com.au and follow the instructions.
- Please select the school and year level for 2023.
- Type in your User ID/Student ID and Password (the User ID/Student ID and Password at the first sign on is the student's "firstname lastname" to 12 characters, all lowercase, no spaces.

Eg	Elizabeth Campbell or	Ling Phuong Nguyen
Username:	elizabethcam	lingphuongng
Password:	elizabethcam	lingphuongng

- Please nominate a contact email address and complete the required personal information including your nominated delivery address. Please note: (No PO Box deliveries) (No Pick Ups)
- Items marked "Compulsory" by your school will load automatically to your cart.
- We acknowledge that students may already have some stationery items listed and so not all items are marked compulsory.
- Please help us supply your exact needs by ordering carefully and accurately.
- All items listed must be brought to school on Day 1.
- Once you have completed your selection requirements and your payment option click "Place Order" Upon placement of your order an "Order Complete" message will be displayed. You may download a copy of your invoice at this time for your records.
- Using your Student ID and Password you can view your order details and status via the website.
- For alterations to your order simply email admin@kwdirect.com.au with your instructions. You can view the changes via your orders and online invoices at any time.
- Stationery is not returnable.
- Orders lodged and paid for from early November 2022 will be delivered to your nominated address during December and early January 2023.

Payment Details: Payment Online (at time of placement of your order)

1. Payments can be made by credit card at the time of ordering on-line. You will receive a receipt from Eway.
2. You will be able to select the Bpay option which will allow your order to move through the system.
3. Please use the Biller Code and your Reference No. as detailed on your current invoice. Credit card fee will not apply.
4. No other payment options are available.

Unpaid orders will not be processed.

Late Orders – Please note changes to applicable dates. Please order early to ensure delivery prior to school starting.

1. Orders not received at KW Direct by the 14/12/22 will be treated as late orders, excluding new enrolments. Students that enrol after this date.
2. Late orders (after the 14/12/22 will be charged an additional Service Fee of \$12.95, to cover costs of additional ordering, packaging, and distribution during this peak period.

Please order early and save.