



Office National

SBA Office National

Booklist Ordering Instructions for 2024 School Year

2024 Online Booklist Ordering is now open. We recommend orders be placed by **31st December 2023** to ensure on time delivery for the 2023 school year.

Order before 31/12/23 and receive 10% off all 2023 stationery items.

Offer excludes: text books and & novels.

Ordering Online:

1. Go to <https://booklist.officebrands.com.au/sba>
2. Enter 'Mackillop Catholic College' in the search box.
3. Select 'Create an Order'
4. Enter **Students details** and **Select student's year level for 2024**
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

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

School Vouchers:

School Vouchers Accepted. Please make sure to select 'Pay on Collection' when submitting your order online and bring in your School Voucher at the time of collection.

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 48 hours for your order to be packed. **Please note orders placed after 15/1/2023 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 13/1/2023, 20/1/2023 and 27/1/2023 for booklist collections.

We are located at 2 Nylander St Stuart Park.

Delivery:

A delivery option (**Darwin/Palmerston Areas Only**) is available for \$15.00 for the first booklist and \$2.00 for every kit thereafter to the same address.

Home deliveries will be made during business hours Monday to Friday.

Please note we do not deliver to PO Boxes.

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