

ONLINE ORDERING INSTRUCTIONS

PLEASE READ CAREFULLY as the process may have changed from previous years

DUE DATE: 7 DECEMBER 2025

Important Information

- All Packs will be Home Delivered during December/January if placed by the due date.
- Orders **must be placed by the due date above** in order for your child to receive their pack for the first day of Term 1.
- Orders **place after the due date may NOT be processed until early February** due to our extremely busy schedule in December/January.
Paperchase will do their best to ensure timely delivery, but orders placed after the Due Date **are not guaranteed to be delivered before school starts**. We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances, but the school is aware your pack may not be ready on the first day of school, so your child should not be disadvantaged.
- **Do not put the school address as your nominated address. If you do, it will be returned to Paperchase and you may be charged a re-delivery fee.**
- All packs will be delivered and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.
- Orders placed after the due date will also incur additional Processing, Handling and Delivery charges as outlined below.

Delivery Service: All home-delivery orders will be delivered to your nominated delivery address via Australia Post. Please note that specific delivery times cannot be requested. **AUTHORITY TO LEAVE will automatically apply to all orders.** If you have particular requirements - e.g. have a particular place you'd like the parcel left, please note this in the **Order Instructions/Notes** section on the checkout page.

Missing/Damaged items: Please check your pack against the list overleaf as soon as you receive it. **Any claims for missing or damaged items must be made within 48 hours of receiving your pack.**

ORDER DATE	Processing, Handling & Delivery Fee
Up to 7 December	\$7.95 PER PACK
7 December-1 February	+\$5 (\$12.95) per pack

Online Booklist ordering will close on 1 FEBRUARY 2026.

You will not be able to order through our dedicated Booklist Website after this date. Please order early to avoid disappointment

Online Ordering Procedure

1. Go to <https://booklist.paperchase.com.au>
2. Enter this school access code: **BTSMACPS**
Access code must be entered. Searching by school will not work
3. Click 'Create Order'
4. Enter student's first and last name, choose year level from the drop-down list and click 'Continue'
5. Add any optional items to your order (if applicable) and click 'Add Order to Cart'.
6. You may then either Checkout or Add Another Student.

Please check your E-mail for order receipt. *If you do not receive email confirmation, please email booklist@paperchase.com.au directly to confirm your order was placed correctly. Please do not put the school email address down as your contact.*

PLEASE NOTE: Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available*

* **ZIP** Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply: <https://zip.co/create-an-account>

If you elect not to purchase the book pack through Paperchase **please ensure children come to school on the first day** with the required **materials** as **detailed on the Student Book Pack List.**

DUE DATE - PLEASE SUBMIT ORDER ONLINE BY: 7-DEC-2025

ORDERS PLACED AFTER DUE DATE MAY NOT BE DELIVERED UNTIL FEBRUARY.

Please order early to avoid disappointment.

<https://booklist.paperchase.com.au>

School access code: **BTSMACPS**

GRADE 4 - 2026 BOOKLIST ITEMS - Sold as a PACK ONLY. Items/quantities can not be adjusted.

Code	Qty	Item Description
4000185	6	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM
7005772	4	BOSTIK GLUE STICK 35 grm
7052748	1	FABER CASTELL CONNECTOR PEN ASSORTED 12
4679981	1	STAEDTLER PENCIL LUNA TRIANGULAR ASSORTED
7001299	8	STAEDTLER PENCIL TRADITION HB
4001601	1	PICTOR DELUXE BLUE HANDLE STUDENT SCISSORS 170MM
7071236	1	DOCUMENT WALLET PP W/BUTTON A4 CLEAR
7009462	1	MARBIG SLIMPICK WALLET FC BLUE
7013564	1	DISPLAY BOOK A4 20 POCKET GREEN
4010112	1	KLUWELL HOME READING MIDDLE GREEN LEVEL
4052620	1	STAEDTLER 526 C20 SCHOOL ERASER LARGE
7049367	1	RULER WOODEN 300MM
4000154	1	PICTOR PREMIUM GRAPH BOOK 10MM 70GSM 48 PAGE A4 SUN
4000093	5	PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 70GSM 96 PAGE A4 GALAXY (1 x Perf Arts / Italian)
4677350	2	PICTOR HIGHLIGHTER CHISEL YELLOW
7001388	2	INITV NOTES 76x76mm YELLOW
7096658	1	PAPERMATE PEN INK JOY 100 BALLPOINT MED BLUE
7005374	1	SHARPIE MARKER FINELINER BLACK
4001526	1	PICTOR OXFORD HEAVY DUTY DOUBLE ZIP PENCIL CASE 350 X 180 MM ASSORTED
4676049	1	PICTOR 2 HOLE METAL SHARPENER
4000895	1	PICTOR VISUAL ART DIARY A4 PP 120 PAGE 110GSM BLACK (Visual Art)
		Pack Total \$55.90

You will also be able to make the following Parent Payments/Contributions with your booklist order

CURRICULUM CONTRIBUTIONS	\$110
GENERAL CONTRIBUTIONS	\$30

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