

Lindfield Public School – 2018

INSTRUCTIONS FOR ORDERING PACKS ONLINE

1. Go to www.kookaburra.com.au/login
2. Enter User Name: **LINDF003** (The first 5 characters are letters and the last 3 characters are numbers) and password: studentpack (lowercase)
3. Select Student Packs.
4. Select your student's 2018 Year Level.
5. Add the quantity next to products required by your child, in the "Quantity box".
6. When you are satisfied with your selection, click on "Add selected items to cart".
7. If you have another child to shop for, select their 2018 Year Level from the drop down and add items to your cart.
8. When you've finished shopping for your child/ren, click on the cart icon in the header to go to the cart and complete your order.
9. Once you are satisfied with your order, click on "Continue to Checkout" at the bottom of this page.
(Please note: all orders are Firm Sale i.e. non-returnable).
10. Select a Delivery Method from the drop-down list provided online and complete your delivery details as required.
11. **Note:** If home delivery is available for your school, please ensure someone will be available to receive the goods at time of delivery. All home deliveries require a signature, unless you have provided an Authority to Leave (ATL). Please be advised that once an ATL has been provided, Kookaburra can only guarantee delivery and quality up to the point that the track and trace advises us that the goods were left for you in the place indicated on your ATL.
12. Complete your child's details and contact phone number under "Student Information". If you added more than one child's pack, complete their names and year levels as indicated.
13. Click on "Continue to Payment".
14. Select your payment method.
15. Click on "Process Payment".

Note: If you supply an email address you will be emailed a copy of your order as a receipt once received. Your order has now been placed with Kookaburra. If you have any queries, please contact Kookaburra Customer Service Team at customer.service@kookaburra.com.au

PLEASE NOTE:

- * **The cut-off date for all orders is Sunday 31st December 2017 for school delivery.**
- * Orders received after **Sunday 31st December 2017** will be given a lower priority, and may not be received at your nominated delivery address prior to Term 1 2018. Orders will only be available for home delivery. Associated charges and fees will apply.
- * **Student Packs are unable to be collected from the school if ordered after Sunday 31st December 2017** – home delivery only.
- * **All orders are Firm Sale (i.e. non-returnable).**