Stationery Pack Instructions

Please direct all enquiries regarding 2017 stationery packs to Nathan or Anthony at Office National Barossa via the footer contact details.

Online ordering will commence from **Wednesday 14th December, 2016.**

Go to [www.officenationalbarossa.com.au](http://www.officenationalbarossa.com.au)

1. On the home page click on the icon pictured right:
2. Select Tanunda Lutheran School.
3. Select student’s year level.
4. Insert student’s full name in ‘Student Full Name’ field.
5. View itemised products and pricing of stationery packs.

**Please note:** The pack contains products which have a default quantity. This is the actual quantity required, however you can adjust the quantity ordered by clicking the - and + buttons.

6. Once order is ready click ‘Add to Order’.
7. Current Order: View stationery pack contents and if required add a comment or make any final adjustments.
8. Scroll down to ‘New Customer & Guests’ and click ‘Continue Checkout’.

**Please note:** Stationery packs will be delivered to TLS.

10. Click ‘Next’.
11. Order Confirmation: View final order.
12. Scroll down to footer of page to ‘Billing Method’.
13. Using the drop down field select ‘Visa Credit Card’ or ‘MasterCard Credit Card’.
15. Once complete click ‘Submit Order’.
16. An ‘Order Confirmation’ will then be forwarded to your email address.