



# School Book Packs 2021

Australian Islamic College of Sydney Book Packs are now available to order from Torstar's Online Parent Ordering Portal.

## How to Order:

You must pre-order your pack. You can pre-order your pack in any of the following ways:

**PHONE:** Call our friendly staff and pre-order over the phone (02) 4721 6500 to pre-order full packs only

**IN STORE:** Visiting us in-store at 19/26-32 Abel St, Penrith (M-F 9-5, Sat 9-1) to pre-order full packs only. Please see conditions below for in store orders / pick ups

**ONLINE:** Pre-order online using the following instructions: If you want to make any changes to your order, you must place your order online and select the items you want.

**Step 1:** Go to the following website on your browser using your phone, tablet, laptop or desktop computer:

[www.torstar.net.au/aics](http://www.torstar.net.au/aics)

OR select the Booklist Tab in our Menu and type in your school name.

**Step 2:** Log in using your school password GOLD291

**Step 3:** Enter your child's name and select the pre-loaded Grade. You will then be taken to a pre-filled list for you. Select the packs you would like to order by making sure it has a quantity of 1.

**Step 4:** Select "Add to order"

**Step 5:** Select Checkout

**Step 6:** Complete the New Customer information and Payment Details

**Step 7:** Select "Submit Order"

## Delivery

The delivery fee is \$6.00 per order. Please make sure that you place your order for all of your children in one order to avoid being charged multiple delivery fees.

If you have chosen home delivery you will be asked for an ATL (Authority to Leave) when placing your order. We are currently using contactless delivery. You must check the ATL during the checkout process. Please note that this will authorise us to leave your pack at the front door if no-one is home at the time of delivery. If we are delivering to a Unit/Apartment, we must be able to access the front door. If we are unable to access your front door, please let us know at the time of ordering otherwise you may incur additional delivery fees.

## Payment Instructions

Payment is required at the time of ordering.

**Please place your order before 14<sup>th</sup> December 2020** to ensure delivery on the dates below. Packs can still be ordered after this date, however delivery may not occur before the start of the school year.

When ordering, you will have the option of home delivery or pick up your pack instore from **19/26-32 Abel St, Penrith NSW 2750 (look for the red Office Choice branding on our building).**

**Pre-ordered packs will be available for pick up or delivery between: 13<sup>th</sup> January – 21<sup>st</sup> January 2021** to the address nominated at the time of ordering. An sms will be sent to let you know when packs are being delivered or that the packs are available to collect. Extended trading hours (including Saturday and Sunday trading hours) apply during this time, so please check our Facebook page for updates.

There are limits on the number of people we can have in store at one time in line with government guidelines - our limit is strictly 4 people instore at a time. We ask your co-operation in limiting the number of people you bring if you need to pre-order or pick up in store. The details of anyone on our premises will need to be recorded.



**Please contact Torstar directly for any enquiries regarding your order.**

w: [www.torstar.net.au](http://www.torstar.net.au)

e: [sales@torstar.net.au](mailto:sales@torstar.net.au)

p: (02) 4721 6500

Vendor No: 100028785