

# K.W. Wholesale Stationers Pty. Ltd.

INCORPORATED IN SOUTH AUSTRALIA A.B.N. 23 007 795 762

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ALLENBY GARDENS SA 5009  
EMAIL: kw@kwws.com.au

PO BOX 257, WELLAND SA 5007  
TELEPHONE (08) 8346 6415  
FAX (08) 8340 1766



Dear Customer,

Please follow the instructions below for online ordering.

1. All Booklist enquiries should be directed to KW Direct - admin@kwdirect.com.au. Please include details of your student name, school and year level in your email enquiry.
2. Online ordering will commence from 1st November 2020.
3. All orders to be placed by the 11th December 2020, only orders placed by this date can be guaranteed delivery before commencement of the school year.
4. Family orders are available.

## ORDERING ON-LINE

- Go to [www.kwdirect.com.au](http://www.kwdirect.com.au)
- Click the **ORDER** tab
- Select your **SCHOOL** and **YEAR LEVEL in 2021**
- Type in your **User ID/Student ID** – Students First Name and Last Name up to 12 characters all lower case no spaces.
- Type in your Password - Students First Name and Last Name up to 12 characters all lower case no spaces.
- For security purposes you will be prompted to change this password at the first sign in. Your new password must be at least 6 characters, contain one upper case and one digit.
- Keep a note of your chosen password for future visits to the site.
- Once you have read the **Terms and Conditions**. Select continue.
- Some items have been marked compulsory by your school and will automatically load to your shopping basket.
- If applicable select your chosen subjects then continue .
- Quantities can be changed using the plus and minus keys.
- Click **CHECKOUT**
- Complete Personal details including name, email and delivery address - Click **APPLY CHANGES**
- Select payment method, add details then click **PLACE ORDER** - Take Note of your **ORDER NUMBER**.
- Once your order has been placed you can download a copy of your invoice.
- **For alterations to your order simply email [admin@kwdirect.com.au](mailto:admin@kwdirect.com.au) Please include your order number and student name with your instructions.**
- **PLEASE ORDER CAREFULLY AND ACCURATELY AS STATIONERY IS NOT REFUNDABLE.**
- **Please note: Prices are an indication only at time of printing and may be subject to change.**

## PAYMENT OPTIONS

- **Please make payment prior to 8th January 2021 to ensure delivery prior to commencement of Term 1.**
- Payment can be made by credit card at the time of placing your order or you may re-visit the website and pay at a later date, or by calling our office on 08 83564000. (a 1.5% credit card fee will apply)
- Bpay facilities are also available. Please use the Biller Code and Reference Number as detailed on your invoice. **(Credit Card fee does not apply to Bpay payments)**
- Cash payments can be made at **116 Grange Road Allenby Gardens**. Our office is open on Monday-Friday 9am-5pm.

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**kwdirect.com.au** →

