



Dear Parents,

Thank you for choosing Schoolzone Express as your stationery supplier for your child's back to school stationery pack for 2019. Senior learners only (gr 10 to 12)

[Please follow the below guidelines when placing your order online via www.schoolzone.co.za:](http://www.schoolzone.co.za)

- 1 "Sign in" for existing users or new users please select "register" and complete the registration form.
- 2 Please note, there will be NO deliveries to the school. All parcels will be delivered to your preferred residential home/work address. Please ensure the shipping address has the correct address saved on the registration/Profile page. There is a R75.00 shipping cost for the courier to deliver directly to your registered address or alternatively you can collect from our head office in Paulshof.
- 3 Please ensure you add your child/children to the registration profile page and remember to push save. Reminder to select the grade your child will be in for 2019 and in order to ensure each child's parcel is packed in separate boxes you need to order and pay for each child's order separately.
- 4 To start shopping, please select the Shop by school button.
- 5 Select the child's name, and the requirement list will automatically drop down.
- 6 Select the items you require. Once you have selected the items you require, select add to cart.
- 7 *If collecting from Paulshof, before selecting the orange "submit my order" button, change your shipping options by selecting the Green "change" button on the shipping options and select the collection option.*
- 8 Once happy with your cart, select the orange proceed to checkout button.
- 9 Select the green continue button to submit your order.
- 10 You will be re directed to the Sage Pay page: please fill in your email address, and cell phone number, and then select a payment method.
- 11 Once we have received your payment you will be emailed an invoice for your order.
- 12 Please also email proof of payment to info@wexpress.co.za
- 13 If you choose to collect your order from us, please wait for us to call you to confirm your order is ready for collection - we need a few days to pack the order and to get it to our head office from our warehouse.
- 14 Please Note: should you not wish to use the online service, we are able to do manual orders - please email us your required items at info@wexpress.co.za and we will generate an invoice for you to pay via EFT.

Thank you for your support,

The Schoolzone Team