

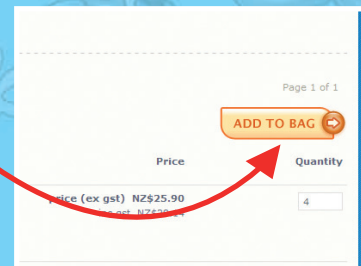
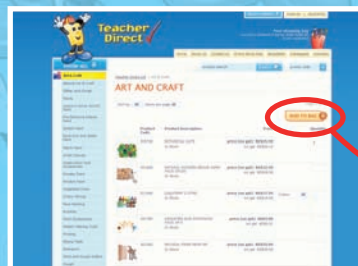
HOW TO ORDER ONLINE

STEP 1 - PLACING AN ORDER

Place the items you wish to order into your cart by typing in a quantity and clicking on the "ADD TO BAG" button

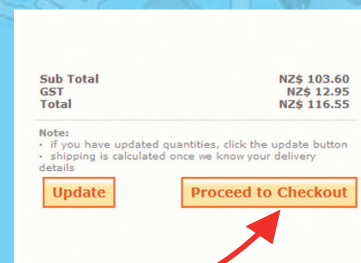
QUICK ORDERING

- Click the quick order button on home page
- Enter product codes and quantities
- Once finished order click "ADD TO BAG"



STEP 2 - CHECK OUT

Once you have finished adding items to your cart, click on "PROCEED TO CHECKOUT"



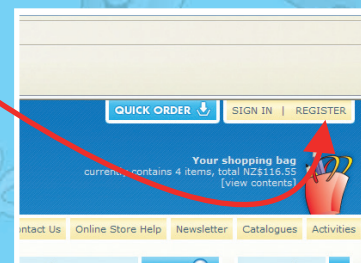
STEP 3 - LOGGING IN

NEW CUSTOMER

- Click the "REGISTER BUTTON" button
- Enter your details
- Click the "SUBMIT" button

EXISTING CUSTOMER

- See step 4



If you are still having difficulties please contact us on 0800 92 92 62

Delivery is usually around 1-3 working days

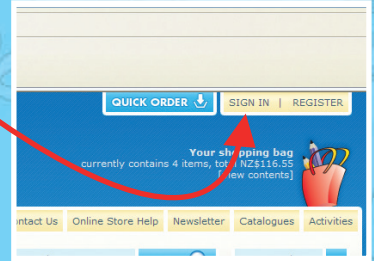
Please do not re-send your order by fax or mail

HOW TO ORDER ONLINE

EXISTING CUSTOMER

STEP 4 - LOGGING IN

- Click the **"SIGN IN"** button
- Enter your email address
- Click **"SEND ME MY PASSWORD"**
- Your password will be emailed to you
- Sign in using your email address and password



STEP 5 - PAYMENT

ON ACCOUNT

- Enter your Teacher Direct customer code in the **"Account Password Feild"**, if this is unknown please contact us on 0800 92 92 62

BY CREDIT CARD

- Enter details

BY NZ INTERNET BANKING

- Follow instructions

Payment Method
Please choose your preferred payment method: *
Account

Payment Details
Order # *
Account Password *
Your Reference *

Back Submit Order

Payment Method
Please choose your preferred payment method: *
Credit Card

Payment Details
Card Type: *
Card Number: *
Cardholders Name: *
Expiry Date: *
Your Reference *

Visa

SECURED BY GeoTrust click to verify 15-Feb-10 21:49 GMT

payments by eStar SECURE 15 Feb 10 21:49 GMT

Back Submit Order

Payment Method
Please choose your preferred payment method: *
NZ Internet Banking

Payment Details
NZ Internet Banking Payment Details
The payment details for internet banking are listed on the Confirmation Invoice page.
For international customers, you may have to have your Bank make the deposit as transfers from international bank accounts to New Zealand bank accounts may not be possible via the internet. Please choose Bank Draft as your method of payment.
Your Reference: *

Back Submit Order

STEP 6 - COMPLETING ORDER

- Click the **"SUBMIT ORDER"** button

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