



ABACUS ONLINE ORDERING PORTAL

GENERAL INFORMATION

- Parents can order their child's calculator through our online portal via our website using a "school code" specifically generated by us for your school.
(This can be set up anytime during the year, though most often it is at Back to School time)
- The prices of the calculators are at competitive price to pass on savings to parents.
- Parents are emailed a receipt with the details of their order immediately after it is completed.
- Orders are collated together and sent to the school for distribution on a date set by the school.
- A Student List of names of whom has ordered is sent to the school along with a **PAID** invoice. An email is sent to the relevant contact at the school when the orders have been processed and a copy of the Student List is attached.
- **FREE** delivery to the school when ordered within the start and end of the portal dates.
- The portal can be reopened again after it closes if required. Please contact me for another form with new dates and I can then open the portal.
(It only takes a few minutes to open the portal)

If you have any further enquiries please feel free to contact me.

KAREN HSI

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