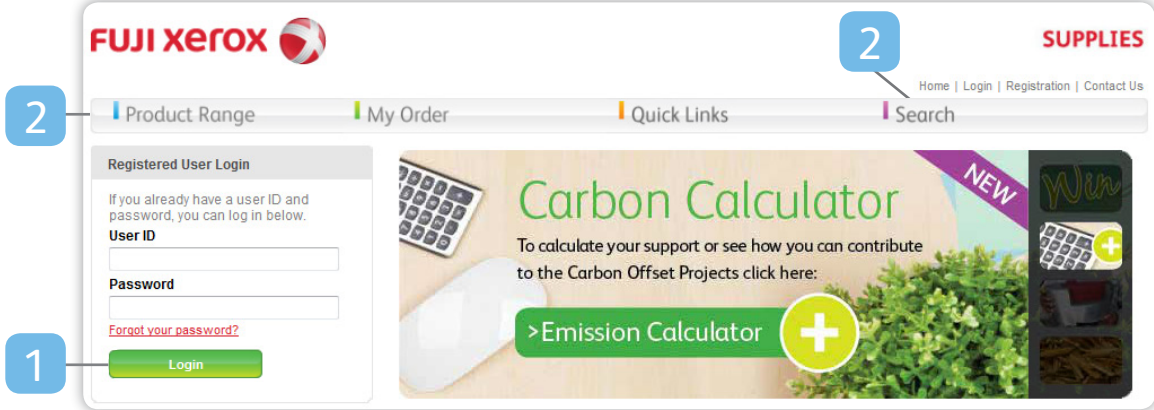


# Ordering Paper & Printing Supplies



**2** Home | Login | Registration | Contact Us

**2** Product Range My Order Quick Links Search

**1** Registered User Login

If you already have a user ID and password, you can log in below.

User ID

Password

[Forgot your password?](#)

Login

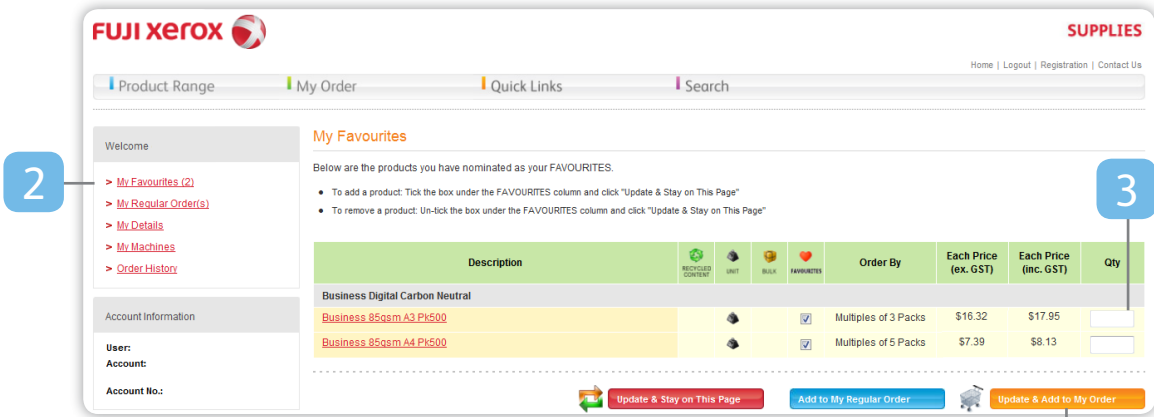
**2** Carbon Calculator

To calculate your support or see how you can contribute to the Carbon Offset Projects click here:

> Emission Calculator

## 1. Login

Enter your "Username" & "Password" at www.fxs.com.au



**2** Welcome

**2** My Favourites

Below are the products you have nominated as your FAVOURITES.

- To add a product: Tick the box under the FAVOURITES column and click "Update & Stay on This Page"
- To remove a product: Un-tick the box under the FAVOURITES column and click "Update & Stay on This Page"

Description	RECYCLED CONTENT	UNIT	BULK	FAVOURITES	Order By	Each Price (ex. GST)	Each Price (inc. GST)	Qty
<b>Business Digital Carbon Neutral</b>								
<a href="#">Business 85gsm A3 PK500</a>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	Multiples of 3 Packs	\$16.32	\$17.95	<input type="text"/>
<a href="#">Business 85gsm A4 PK500</a>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	Multiples of 5 Packs	\$7.39	\$8.13	<input type="text"/>

**3** Update & Stay on This Page Add to My Regular Order Update & Add to My Order

## 2. Select Your Products

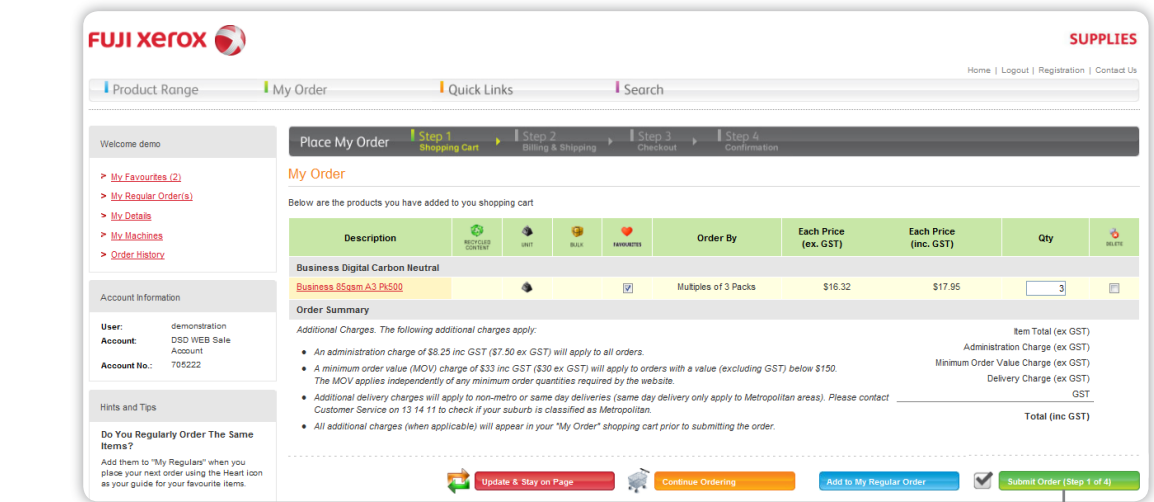
Go to "Product Range", or "Search" by keyword/part number.

Otherwise, select the "My Favourites" link if you have saved products to your favourite list.

## 3. Save Your Order

Enter the quantity you wish to order for each product.

Click on the orange button "Update & Add to My Order" to save the item/s to your shopping cart.



**3** Place My Order

Step 1 Shopping Cart Step 2 Billing & Shipping Step 3 Checkout Step 4 Confirmation

**3** My Order

Below are the products you have added to your shopping cart

Description	RECYCLED CONTENT	UNIT	BULK	FAVOURITES	Order By	Each Price (ex. GST)	Each Price (inc. GST)	Qty
<b>Business Digital Carbon Neutral</b>								
<a href="#">Business 85gsm A3 PK500</a>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	Multiples of 3 Packs	\$16.32	\$17.95	<input type="text" value="3"/>

**Order Summary**

Additional Charges. The following additional charges apply:

- An administration charge of \$8.25 inc GST (\$7.50 ex GST) will apply to all orders.
- A minimum order value (MOV) charge of \$33 inc GST (\$30 ex GST) will apply to orders with a value (excluding GST) below \$150. The MOV applies independently of any minimum order quantities required by the website.
- Additional delivery charges will apply to non-metro or same day deliveries (same day delivery only apply to Metropolitan areas). Please contact Customer Service on 13 14 11 to check if your suburb is classified as Metropolitan.
- All additional charges (when applicable) will appear in your "My Order" shopping cart prior to submitting the order.

Item Total (ex GST)	
Administration Charge (ex GST)	
Minimum Order Value Charge (ex GST)	
Delivery Charge (ex GST)	
<b>Total (inc GST)</b>	

**4** Update & Stay on Page Continue Ordering Add to My Regular Order Submit Order (Step 1 of 4)

## 4. Submit Your Order

Click on the green button "Submit Order (Step 1 of 4)" and follow the prompts to complete your order.

As a backup, take note of the *Web Reference Number* after submitting the order (Step 3 of 4).

# Ordering Toner & Consumables

## 1. Login

Enter "Username" & "Password" at www.fxs.com.au

## 2. Select Your Machine

Click on "My Machines" link in Option 1, enter the Machine Serial Number & click "Search".

To view your machine consumables, click onto the serial number link.

## 3. Save Your Order

Enter the quantity you wish to order for each product.

Click on the orange button "Update & Add to My Order" to save the item/s to your shopping cart.

## 4. Submit Your Order

Click on the green button "Submit Order (Step 1 of 4)" & follow the prompts to complete your order.

As a backup, take note of the Web Reference Number after submitting the order (Step 3 of 4).

1

2

3

Description	Consumable Type	Each Price (ex. GST)	Each Price (inc. GST)	Qty	SELECT
<b>Consumables Delivery Service</b>					
DCC750/5065/6075 APC7500 BLACK TONER	Black Toner	Free	Free	<input type="text"/>	<input type="checkbox"/>
DC5065 CYAN TONER	Colour Toner	Free	Free	<input type="text"/>	<input type="checkbox"/>
DC5065 MAGENTA TONER	Colour Toner	Free	Free	<input type="text"/>	<input type="checkbox"/>
DC5065 YELLOW TONER	Colour Toner	Free	Free	<input type="text"/>	<input type="checkbox"/>
STAPLES: 1015 SD/LC FIN CASS 3X5K=15K	Consumable	\$122.09	\$134.30	<input type="text"/>	<input type="checkbox"/>

3

4