Dear Parent/Guardian

As you are aware, Our Lady's School has an arrangement in place where parents/guardians of incoming Transition Year and Leaving Certificate Applied students are to purchase the approved **Acer Spin 511 Chromebook bundle** for school use.

There are two online purchasing options available:

1. One payment of €472.00 in full

OR

2. Up to 6 x instalment payments of €78.67 each

This email is to confirm the following:

- -Purchasing details please follow the steps outlined below to arrange your purchase
- -There is also the option available to extend the warranty support on the Chromebook from 1 year to 3 years for an additional total cost per Chromebook of €30.00
- -The two online purchasing portals to facilitate the above payment options will remain open until Friday 11th July 2025 please ensure you have completed your purchase before this date
- A reminder that delivery of all Chromebooks will be made direct to the school in mid August. The school authorities will responsible for individual distribution of the Chromebooks at that point.
- -Contact details should you have any questions please email me at jim.byrne@pcp.ie

[OPTION 1] To arrange your online purchase – PAY FULL AMOUNT

[for the 6 x instalment payment option, please scroll down for the step by step guide below]:

[1a] click here to go our online portal FOR 1 X FULL PAYMENT

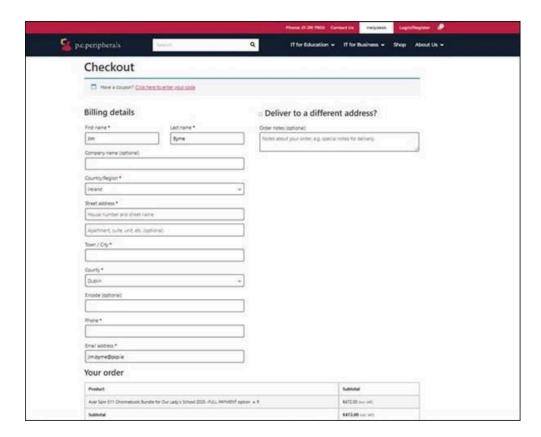
[1b] Insert this password to enter the online purchasing facility – **PLEASE NOTE there are no spaces and this password is case sensitive** - **OLS25-FULL**

- [2] In the 'Options' bar, select either:
- -Chromebook Bundle 1 Year Warranty at €472.00
- Chromebook Bundle Warranty Extension to 3 Years at €502.00 [to include a 2 year warranty extension]

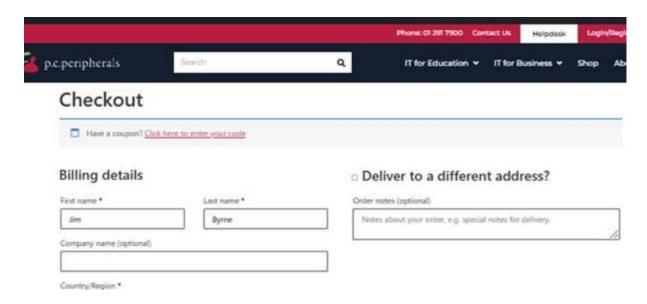
Confirm quantity, then click 'Add to Basket'. Proceed to Checkout by clicking the *shopping* cart icon in the top right hand corner, as per the screenshot below. If you are happy with everything in the pop-up summary checkout window, please click 'Checkout' to proceed



[3a] please complete the Billing Details section with name, phone and email etc



- [3b] please make sure to input the following information in the 'Order Notes' text box:
- **-Full name of your daughter** for whom the device is being purchased for so we can cross reference against the list provided to us by the school
- -this reference 'OLS Student Chromebook 2025'



- [3c] please check your order before proceeding to provision of credit or debit card details
- [3d] please input your card details for payment

[3e] please select '**Place orde**r' to complete your order [NOTE you must confirm you have read and agree with the website terms and conditions before selecting order placement]

[OPTION 2] To arrange your online purchase – PAY UP TO 6 x INSTALMENTS:

[1a] click here to go our online portal FOR UP TO 6 X INSTALMENT PAYMENTS.

[1b] Insert this passcode to enter the online purchasing facility – *PLEASE NOTE there are no spaces and this password is case sensitive* - **OLS25-INST**

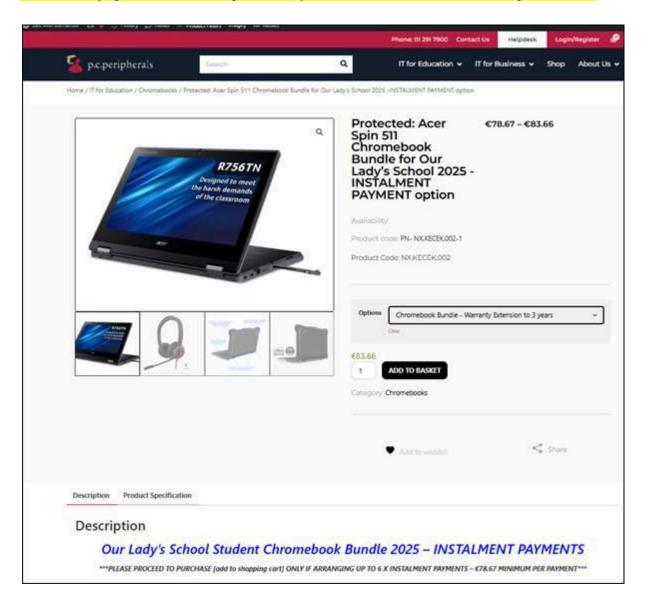
NOTE 1- It is up to each parent/guardian to arrange the 6 x instalment payments on dates that suit themselves from now until 11th July. Please be advised that a Chromebook will not be released/shipped until full payment has been received.

NOTE 2- you can pay more than the value of one instalment in one transaction by selecting a quantity greater than 1 - for example, if you wish to make an instalment payment for more than €78.67, you can select quantity 2 [beside the **ADD to BASKET** button] and a payment for €157.34 can be processed.

- [2] In the 'Options' bar, select either:
- -Chromebook Bundle 1 Year Warranty at €78.67 OR
- Chromebook Bundle Warranty Extension to 3 Years at €83.66 [to include a 2 year warranty extension upgrade]

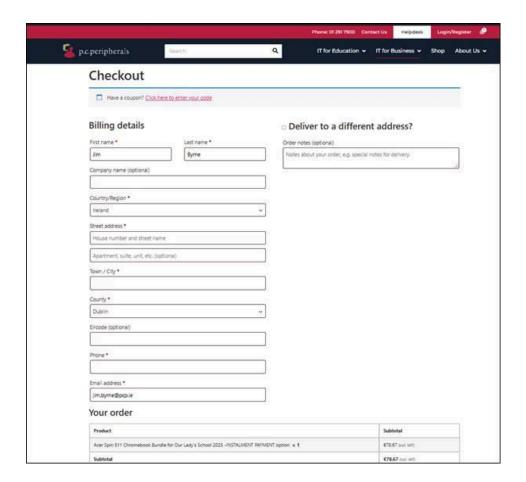
Confirm quantity, then click 'Add to Basket'. Proceed to Checkout by clicking the *shopping* cart icon in the top right hand corner, as per the screenshot below. If you are happy with everything in the pop-up summary checkout window, please click 'Checkout' to proceed

NOTE: If you select the *Chromebook Bundle - Warranty Extension to 3 Years* option in your first instalment payment, you must choose this option in each subsequent instalment payment to ensure you have paid the full cost of the warranty extension

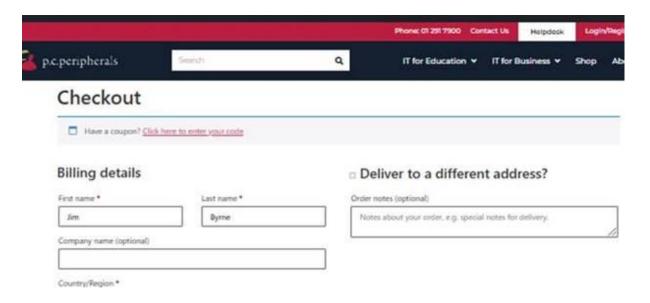


[3] In the Checkout page:

[3a] please complete the Billing Details section with name, phone and email etc



- [3b] please make sure to input the following information in the 'Order Notes' text box:
- **-Full name of your daughter** for whom the device is being purchased for so we can cross reference against the list provided to us by the school
- -this reference 'OLS Student Chromebook 2025 1st Instalment Payment' or 'OLS Student Chromebook 2025 2nd Instalment Payment' etc



[3c] please check your order before proceeding to provision of credit or debit card details

[3d] please input your card details for payment

[3e] please select '**Place orde**r' to complete your order [NOTE you must confirm you have read and agree with the website terms and conditions before selecting order placement]

Looking forward to making the arrangements for this purchase with you.

Kind regards

Jim Byrne

Senior Education Account Manager

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