



S.O.S. - School & Office Supplies
74 Tingal Road, Wynnum Qld 4178
Ph: 1300 PENCIL (736 245)
Fax: 1300 WYNNUM (996 686)
Email: bookpacks@schoolandoffice.com.au
Web: www.schoolandoffice.com.au
Web: www.bookpacks.com.au



Mary Immaculate Primary School Annerley

Prep 2012 School Supplies Order Form

Below are instructions for ordering the School's set list of student requirements (books & stationery) for the 2012 school year. Please read carefully and ensure you keep this information sheet, as it contains details regarding delivery dates for your order(s) and contact details for any future queries.

The School receives a commission on backpack sales, so please support this fundraising effort.

Orders due: Thursday 1 December 2011

DELIVERY PERIOD:
Wednesday 4 January to Tuesday 10 January 2012

Ordering Options:

- Online Ordering** - Order and pay for your requirements online at www.schoolandoffice.com.au. This is the School's preferred method for ordering. Refer next page for online ordering instructions.
- Order Form** - Complete the attached order form and hand in to the School by the due date, with payment.

Delivery

Bookpacks will be delivered to you. If you are not home at the time of delivery, and you have not given specific instructions on where to leave your order, it will be left at your front door. If you do not wish for your order to be left if you are not home, or there is a chance you will be moving house during the delivery period, you can nominate an alternative delivery address (work, neighbours, relatives, friends etc.). The **delivery address cannot be changed after your order is submitted**. Delivery is free provided the total value of orders for the whole family is over \$50.00. If the order is under \$50.00, a \$5.50 delivery charge is payable.

Late Orders:

Online ordering is open all-year-around, however orders placed after the due date are subject to a different delivery timeframe to the one shown above – a minimum of three weeks from date of order (excluding Christmas week). A priority service is offered for new enrolments.

Parents can also purchase supplies by visiting our store in Wynnum at any time (shop pricing applies).

Changes/Cancellations/Queries:

Please choose carefully. **Changes cannot be made to your order once submitted**. Cancellations are only accepted if your child(ren) will no longer be attending the School. If you have any queries regarding your order, please direct them to School & Office Supplies – NOT to the School, via email bookpacks@schoolandoffice.com.au or via phone **1300 PENCIL (736 245)**.



Completing the Printed Order Form (If not ordering online):

Obtain a full copy of the printed booklist from School Administration or School & Office Supplies. To request a copy to be emailed to you, send your request to bookpacks@schoolandoffice.com.au.

1. On the Order Form, determine the quantities of each item required and place your preferred quantity in the "Required" column.
2. Enter in the line total in the "Total" column by multiplying the quantity of the item you require by the price per item.
3. Calculate your order value at the bottom of the Order Form making sure your calculations are correct. Delays in processing will occur if order totals and payment are not correct.
4. If you require a copy of your order, transfer the information you recorded on the Order Form to the "Student Copy" and keep for your records. (Note: You will receive a student invoice with your order.)
5. Fill out all information in the Student Details and Payment Sections. Details of all other children (siblings) for which there are orders must appear on each order form. If there are orders for more than one child, keep them together – with payment details completed on the eldest child's order form.
6. Detach the Order Form(s) and place in a sealed envelope and return to the School.

Online Ordering Instructions:

Note: **All web orders will require immediate payment by credit card (Visa, Mastercard or Amex).**

Enter the following web address in your web browser's URL address bar (NOT in Google or other search engine's search field):

www.schoolandoffice.com.au

Click on the bookpacks link (pictured). This will take you to bookpacks online.



Click on the BOOKPACK ORDERS button.



Enter the SCHOOL CODE for Mary Immaculate Primary School Annerley – **MIP01** and click ENTER.

Select the STUDENT CLASS (2012 year level) for the bookpack you wish to order. Clicking on the down arrow will show you the available booklists.

Enter your student and delivery details. Then you can select FULL ORDER (if available) or scroll down to **enter the desired QUANTITIES** (using numbers only) in the "Required" Column for each of the items listed and then click **SUBMIT ORDER**.

Item	Description	Price	Status	Recommended	Required
TEXTBOOKS, WORKBOOKS & REFERENCE BOOKS					
A01	Targeting Handwriting - Qld Year 1 Workbook	\$12.90		1	<input type="text" value="1"/>
GENERAL REQUIREMENTS					
B01	Marbig Wallet Foolscap Polypick Asstd Summer Colours Trans	\$1.53		2	<input type="text" value="2"/>
B02	Marbig Slimpick Wallet Assorted Colours	\$0.68		4	<input type="text" value="4"/>

If you'd like to order more than one bookpack in the same transaction, select NEXT STUDENT and repeat the student class selection.

When you are ready to complete your transaction and move to the checkout, click PAY NOW (once only), and wait until you redirected to ANZ's secure e-gate payment gateway.



Please direct all bookpack queries to:
SCHOOL & OFFICE SUPPLIES (S.O.S)
74 Tingal Road • Wynnum • Qld • 4178

Ph: 1300 PENCIL (736 245) • Email: bookpacks@schoolandoffice.com.au

**MARY IMMACULATE PRIMARY SCHOOL
2012 REQUIREMENTS - PREP**

STUDENT NAME _____
 ADDRESS _____

 PHONE _____

STUDENT COPY

For gender colour purposes only
 Male Female

Item	Product Description	Quantity	Price	Extension	Required	Total
TEXTBOOKS						
A01	SOUND WAVES NATIONAL EDITION FOUNDATION PACK	1	14.95	14.95	-----	-----
GENERAL REQUIREMENTS						
B01	OLYMPIC SCRAP BOOK MEGASAUROS 330X245MM 64 PAGE 90GSM BOND PAPER	6	1.53	9.18	-----	-----
B02	BOSTIK GLU STIK 35 GRAM - SINGLE	4	2.94	11.76	-----	-----
B03	STAEDTLER NORIS CLUB MODELLING DOUGH TUB ASSORTED COLOURS - SINGLE	2	2.24	4.48	-----	-----
B04	QUILL VISUAL ART DIARY A3 WHITE PAPER 60 LEAF	1	5.90	5.90	-----	-----
B05	TUDOR RAINBOW PACKS - A4 COPY PAPER 100 SHEET PACKS COOL COLOUR 80GSM - 5 ASSORTED PASTEL COLOURS	1	4.61	4.61	-----	-----
THE FOLLOWING ITEM WILL BE SENT DIRECT TO THE CLASSROOM						
C01	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (NOT IN PACK - Sent direct to Classroom)	2	2.06	4.12	-----	-----

Step 1 **A** **100% Pack** **\$55.00** Tick here for the 100% pack. Includes all of the list required for your year.

or **B** Clearly mark your requirements and total all items to (B)

Step 2 **Add your totals to here**

100% Pack (A)
Booklist items (B)
Total

Parents Signature: _____

**MARY IMMACULATE PRIMARY SCHOOL
2012 REQUIREMENTS - PREP**

STUDENT NAME _____
 ADDRESS _____

 PHONE _____

ORDER FORM

For gender colour purposes only

Male Female

Item	Product Description	Quantity	Price	Extension	Required	Total
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Step 1

A **100% Pack**

\$55.00

Tick here for the 100% pack. Includes all of the list required for your year.

or **B** Clearly mark your requirements and total all items to (B)

Step 2

Add your totals to here

100% Pack (A)

Booklist items **(B)**

Total

Parents Signature: _____

Please complete the following in as much detail as possible:

STUDENT DETAILS

Surname: _____ First Name: _____

Parent/Guardian Name: _____

Home Address: _____

Suburb: _____ Postcode: _____

Daytime Contact Telephone Number(s): _____

Email: _____

DELIVERY DETAILS

****Deliveries can be made to any address – home, work, neighbours, relatives etc.****

Delivery Address: _____
(if different from above)

Suburb: _____ Postcode: _____

Special Delivery Instructions: _____
(You can specify a place for the pack/s to be left if you will not be home– eg. leave by back door under patio.)

PAYMENT DETAILS

TOTAL OF THIS ORDER: \$ _____

(If you have more than one child at the School, please attach additional orders to that of your ELDEST child)

Other Children at the School with orders:

Name: _____ Year Level in 2012: _____ \$ _____

Name: _____ Year Level in 2012: _____ \$ _____

Name: _____ Year Level in 2012: _____ \$ _____

Name: _____ Year Level in 2012: _____ \$ _____

Delivery Fee \$5.50 (Applicable ONLY if total for whole family is under \$50.00) \$ _____

ORDER TOTAL (including all other children for which there are orders listed above) **Total:** \$ _____

****PAYMENT MUST ACCOMPANY THIS ORDER****

Payment details should only appear on the order form of the ELDEST child.

I wish to pay by (place a ✓ next to your selection):

Cheque – made payable to “School & Office Supplies”.

Money Order – made payable to “School & Office Supplies”.

Credit Card Mastercard Visa Diners Club American Express

Card Number: _____ / _____ / _____ / _____ Expiry Date: ____ / ____

Name on Card: _____ Cardholder's Signature: _____

****PAYMENTS TO BE INCLUDED WITH ORDER FORM(S) IN A SEALED ENVELOPE****