



**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](mailto:bookpacks@schoolandoffice.com.au)  
Web: [www.schoolandoffice.com.au](http://www.schoolandoffice.com.au)  
Web: [www.bookpacks.com.au](http://www.bookpacks.com.au)



# Morningside State School

## Year 7 2012 School Supplies Orders

Please **read the following carefully** and ensure you keep this information sheet – as it contains information regarding delivery dates for your order(s) and contact details for any future queries.

### Orders due: Thursday 1 December 2011

**DELIVERY PERIOD:**  
**Wednesday 4 January 2012 to Sunday 15 January 2012**

#### Ordering Options:

1. **Online Ordering** - Order your requirements online at [www.schoolandoffice.com.au](http://www.schoolandoffice.com.au) and pay using a secure payment facility. This is the School's preferred method for ordering. Refer next page for online ordering instructions.
2. **Order Form** - Complete an order form (available from Administration) and hand in to the School (in a sealed envelope), with payment, by the due date.

#### Delivery

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:

Late orders are accepted for new enrolments at any time of year. Newly enrolled students wishing to submit orders after the due date can do so online, via post, fax or email. A priority delivery service is given to new students.

Late orders that aren't for new enrolments will be accepted (online only). Late orders are subject to their own delivery timeframe – a minimum of three weeks from date of order (excluding Christmas week).

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 Morningside State School, via email [bookpacks@schoolandoffice.com.au](mailto:bookpacks@schoolandoffice.com.au) or via FREECALL 1300 PENCIL (736 245).



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

1. On the Order Form, determine the quantities of each item required by placing your 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.**

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

**www.schoolandoffice.com.au**

Look for the bookpicks link (pictured). Clicking on this picture will take you to the bookpicks online site.



Click on the BOOKPACK ORDERS button.



Enter your school code here

  

Enter the SCHOOL CODE for Morningside State School – **MOR03** and click ENTER.

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

- Students Class	CANNON HILL ANGLICAN COLLEGE
- Surname	<- Select Class ->
- Students First Name	2012 REQUIREMENTS - YEAR 4
- Address (line 1)	2012 REQUIREMENTS - YEAR 10
- Address (line 2 optional)	2012 REQUIREMENTS - YEAR 11
- City / Suburb & State	2012 REQUIREMENTS - YEAR 12
- Postcode	2012 REQUIREMENTS - YEAR 5
	2012 REQUIREMENTS - YEAR 6
	2012 REQUIREMENTS - YEAR 7
	2012 REQUIREMENTS - YEAR 8
	2012 REQUIREMENTS - YEAR 9

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) for each of the items listed and then click SUBMIT ORDER.

Item	Description	Price	Status	Recommended	Required
<b>TEXTBOOKS, WORKBOOKS &amp; REFERENCE BOOKS</b>					
A01	Targeting Handwriting - Qld Year 1 Workbook	\$12.90		1	<input type="text" value="1"/>
<b>GENERAL REQUIREMENTS</b>					
B01	Marbig Wallet Foolscape Polypick Assorted 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 bookpick in the same transaction, select NEXT STUDENT and repeat the student class selection.

<b>STUDENT ORDER HAS BEEN SAVED</b>	
<input type="button" value="Shopping Cart"/>	Proceed to <b>Shopping Basket</b> to complete payment details
<input type="button" value="Next Student"/>	Select a new <b>Year Level</b> for another Student

When you are ready to complete the transaction and move to the checkout, select SHOPPING CART, which will take you through to the payment section. Once in the payment section, select the credit card you wish to use (Visa, Mastercard or Amex) and enter your details (some banks will request verification information to avoid credit card fraud).

**Please DO NOT close the payment window or hit the BACK button in the payment window.**



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

Ph: 1300 PENCIL (736 245) • Email: [bookpicks@schoolandoffice.com.au](mailto:bookpicks@schoolandoffice.com.au)

# MORNINGSIDE STATE SCHOOL

## 2012 REQUIREMENTS - YEAR 7

STUDENT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_

### STUDENT COPY

For gender colour purposes only  
 Male  Female

Item	Product Description	Quantity	Price	Extension	Required	Total
<b>GENERAL REQUIREMENTS</b>						
A01	TUDOR DISPLAY BOOKS - REFILLABLE - A4 20 POCKET MATT ASSORTED	3	1.19	3.57	-----	-----
A02	OLYMPIC BOTANY BOOK A4 96 PAGE 8MM RULED	2	1.28	2.56	-----	-----
A03	OLYMPIC EXERCISE BOOKS - A4 96 PAGE	7	0.87	6.09	-----	-----
A04	OLYMPIC GRID BOOK 225X175MM 48 PAGE 7MM QUAD	3	0.47	1.41	-----	-----
A05	TUDOR MUSIC BOOKS 96 PAGE 9X7	1	1.11	1.11	-----	-----
A06	STAEDTLER NORIS CLUB COLOURING PENCILS 3MM PACK 12	2	3.51	7.02	-----	-----
A07	ELMERS ALL PURPOSE GLUE STICK 40 GRAM	2	1.93	3.86	-----	-----
A08	MICADOR HIGHLIGHTER - WALLET OF 4	1	2.18	2.18	-----	-----
A09	TEXTA NYLORITE MARKERS PACK 12	2	1.58	3.16	-----	-----
A10	STAEDTLER STICK 430 BALLPOINT PENS MEDIUM BLACK SINGLE	2	0.54	1.08	-----	-----
A11	STAEDTLER STICK 430 BALLPOINT PENS MEDIUM BLUE SINGLE	2	0.54	1.08	-----	-----
A12	STAEDTLER STICK 430 BALLPOINT PENS MEDIUM RED SINGLE	2	0.54	1.08	-----	-----
A13	STAEDTLER TRADITION 110 GRAPHITE PENCIL -HB BOX 12	2	6.32	12.64	-----	-----
A14	MICADOR RULER ESSENTIAL WOODEN 30CM (UNPOLISHED)	2	0.66	1.32	-----	-----
A15	SHEFFIELD 170MM STUDENT SCISSORS	1	1.78	1.78	-----	-----
A16	MICADOR LITTLE SHARPENER 1 HOLE WITH CANISTER	2	0.38	0.76	-----	-----
A17	MICADOR ERASER #3020 LARGE PLASTIC IN SLEEVE	2	0.53	1.06	-----	-----
A18	VERBATIM CD-R 52X 700MB 80MIN COLOURS SLIM CASE - SINGLE	1	0.90	0.90	-----	-----
A19	CANCER COUNCIL EVERYDAY ULTRA SUNSCREEN SPF 30+ ROLL-ON 75ML	1	8.59	8.59	-----	-----

**THE FOLLOWING ITEMS WILL BE SENT DIRECT TO THE CLASSROOM**

B01	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (NOT IN PACK - Sent direct to classroom)	1	2.09	2.09	-----	-----
B02	AUSTRALIAN OFFICE PAPER WHITE A4 80GSM 500 SHEETS (NOT IN PACK - Sent to classroom)	1	5.95	5.95	-----	-----
B03	LAMINATING POUCH A4 80 MICRON PACK OF 10 (NOT IN PACK - Sent to classroom)	1	2.50	2.50	-----	-----

**ITEMS RETAINED FROM PREVIOUS YEAR - Not included in 100% Pack Total**

C01	YAMAHA DESCANT YRS-24B RECORDER	1	10.52	10.52	-----	-----
C02	GOLDEN MARS USB STICK 2GB WITH LANYARD	1	10.34	10.34	-----	-----
C03	VERBATIM VERBATIM HEADSET WITH VOLUME CONTROL	1	8.83	8.83	-----	-----
C04	LYCRA BATHING CAP NAVY BLUE	1	6.72	6.72	-----	-----

<b>Step 1</b>	<b>A</b> <input type="checkbox"/> <b>100% Pack</b>	\$71.79	Tick here for the 100% pack. Includes all of the list required for your year. Previous year and extra's are NOT included.
	<b>or B</b> <input type="checkbox"/> Clearly mark your requirements and total all items to (B)		
<b>Step 2</b>	<b>Add your totals to here</b>	100% Pack (A)	
		Booklist items (B)	
		Sub-total of Extra/Previous Year Items	
	Parents Signature: _____	Total	

**MORNINGSIDE STATE SCHOOL  
2012 REQUIREMENTS - YEAR 7**

STUDENT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_

**ORDER FORM**

For gender colour purposes only  
 Male  Female

Item	Product Description	Quantity	Price	Extension	Required	Total
<b>GENERAL REQUIREMENTS</b>						
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**Step 1**

A  **100% Pack** **\$71.79**

Tick here for the 100% pack.  
 Includes all of the list required for your year.  
 Previous year and extra's are NOT included.

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)**

Sub-total of Extra/Previous Year Items

**Total**

Parents Signature: \_\_\_\_\_


**School & Office Supplies**

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\*\***