



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



Morningside State School

Prep 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 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 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	2012 REQUIREMENTS - YEAR 4
- Students First Name	<- Select Class ->
- 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 13
	2012 REQUIREMENTS - YEAR 4
	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
TEXTBOOKS, WORKBOOKS & REFERENCE BOOKS					
A01	Targeting Handwriting - Qld Year 1 Workbook	\$12.90		1	<input type="text" value="1"/>
GENERAL REQUIREMENTS					
B01	Marbig Wallet Foolscape Polypick Ass'd 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.

STUDENT ORDER HAS BEEN SAVED	
Shopping Cart	Proceed to Shopping Basket to complete payment details
Next Student	Select a new Year Level 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

MORNINGSIDE STATE 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	THRASS PICTURECHART (T-03)	1	9.45	9.45	-----	-----
GENERAL REQUIREMENTS						
B01	STAEDTLER 110 TRADITION PENCILS HB SINGLE	4	0.57	2.28	-----	-----
B02	STAEDTLER NORIS CLUB COLOURING PENCILS 3MM PACK 12	2	3.51	7.02	-----	-----
B03	CLAG KIDS PVA GLUE 236ML	1	5.74	5.74	-----	-----
B04	TUDOR EXERCISE BOOK - A4 48 PAGE 18MM RULED	1	0.64	0.64	-----	-----
B05	MARBIG OFFICE TAPE 24MM X 66M 76.2MM CORE	1	1.22	1.22	-----	-----
B06	ELMERS ALL PURPOSE GLUE STICK 40 GRAM	2	1.80	3.60	-----	-----
B07	MARBIG DOCUMENT WALLET POLYPICK FOOLSCAP ASSTD SUMMER COLOURS TRANSPARENT	2	1.53	3.06	-----	-----
B08	TUDOR DISPLAY BOOK - REFILLABLE - A4 20 POCKET MATT ASSORTED	1	1.19	1.19	-----	-----
B09	MARBIG CLEARVIEW DISPLAY BOOK A4 36 POCKET BLUE	1	7.49	7.49	-----	-----
B10	QUILL VISUAL ART DIARY A5 WHITE PAPER 60 LEAF	1	1.66	1.66	-----	-----
B11	OLYMPIC SCRAP BOOK #325 WINGS STAPLED 335X245MM 72 PAGE	3	1.40	4.20	-----	-----
B12	OLYMPIC SCRAP BOOK MINISAURUS 168X240MM 64 PAGE 90GSM BOND PAPER	2	1.01	2.02	-----	-----
B13	TUDOR DISPLAY BOOK REFILLS A4 PACK OF 10	1	0.43	0.43	-----	-----
B14	CUMBERLAND WHITE PASTEBOARD A4 200GSM PACK 100	1	10.50	10.50	-----	-----
B15	OLYMPIC SCRAP BOOK #325 WINGS STAPLED 335X245MM 72 PAGE	3	1.50	4.50	-----	-----
B16	MICADOR OIL PASTELS S-25 STANDARD PACK 25	1	4.70	4.70	-----	-----
B17	TEXTA POINT 188 FELT TIP PEN 0.4MM BLACK	3	1.31	3.93	-----	-----
B18	MICADOR COLOURFUN MARKERS WALLET 12	2	4.80	9.60	-----	-----
B19	TUDOR RAINBOW COLOUR PAPER COOL A4 500 SHEET	1	17.46	17.46	-----	-----
B20	CANCER COUNCIL EVERYDAY ULTRA SUNSCREEN SPF 30+ ROLL-ON 75ML	1	8.59	8.59	-----	-----
B21	TDK EB-100 IN-EAR EARBUD HEADPHONES	1	6.87	6.87	-----	-----
B22	LYCRA BATHING CAP NAVY BLUE	1	6.72	6.72	-----	-----
B23	SPARTAN LIBRARY FOLIO W36CMXH28CM WITH REINFORCED CORNERS - NAVY BLUE	1	8.70	8.70	-----	-----
THE FOLLOWING ITEMS WILL BE SENT DIRECT TO THE CLASSROOM						
C01	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (NOT IN PACK - Sent to classroom)	1	2.09	2.09	-----	-----
C02	AUSTRALIAN OFFICE PAPER WHITE A4 80GSM 500 SHEETS (NOT IN PACK - Sent to classroom)	1	5.95	5.95	-----	-----
C03	LAMINATING POUCH A4 80 MICRON PACK OF 10 (NOT IN PACK - Sent to classroom)	1	2.50	2.50	-----	-----

Step 1

A **100% Pack** **\$142.11**

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: _____

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MORNINGSIDE STATE SCHOOL

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 ADDRESS _____
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ORDER FORM

For gender colour purposes only
 Male Female

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100% Pack (A)

Booklist items **(B)**

Total

Parents Signature: _____

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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****