



**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)



*St John Vianney's*  
**PRIMARY SCHOOL**

# St John Vianney's 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: Monday 7 November 2011

DELIVERY PERIOD:  
**Monday 5 December to Sunday 11 December 2011**

#### Ordering Options:

1. **Online Ordering** - Order your requirements online at [www.schoolandoffice.com.au](http://www.schoolandoffice.com.au) by the due date 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 by the due date, with payment.

#### 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 the School, via email [bookpacks@schoolandoffice.com.au](mailto:bookpacks@schoolandoffice.com.au) or via phone **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 the SCHOOL CODE for St John Vianney's School – **STJ01** and click ENTER.

Enter your school code here

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. Click DISPLAY BOOK LIST.

Select student class

2010 REQUIREMENTS - PREP

Display Book List

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 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"/>

SUBMIT ORDER

Click Here for Full Order

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 <b>Shopping Basket</b> to complete payment details
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**

# ST JOHN VIANNEY'S 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
<b>TEXTBOOKS/WORKBOOKS</b>						
A01	MY ALPHABET SCRAPBOOK FOR QUEENSLAND WORKBOOK	1	12.99	12.99	-----	-----
<b>GENERAL REQUIREMENTS</b>						
B01	VICTORY SCRAPBOOK 335X240 96 PAGE 60GSM	2	1.80	3.60	-----	-----
B02	MARBIG WALLET FOOLSCAP POLYPICK CLEAR	2	1.04	2.08	-----	-----
B03	OLYMPIC SHEET PROTECTORS A4 ECONOMY PACK OF 10	2	0.49	0.98	-----	-----
B04	BANTEX A4 19MM 2D INSERT BINDER WHITE (Must be this size)	1	5.42	5.42	-----	-----
B05	BOSTIK GLU STIK 21GM SINGLE STICK	3	2.17	6.51	-----	-----
B06	CANCER COUNCIL EVERYDAY ULTRA SUNSCREEN SPF 30+ ROLL-ON 75ML	2	8.83	17.66	-----	-----
B07	ART SMOCK LONG SLEEVE AGE 6-9 YEARS NYLON ROYAL BLUE (Or old large t-shirt from home)	1	16.42	16.42	-----	-----
B08	VERBATIM MULTIMEDIA HEADSET WITH VOLUME CONTROL	1	11.20	11.20	-----	-----
B09	MICADOR MULTIPURPOSE POUCH MESH A5 (Storage Pouch for Verbatim Headset)	1	1.78	1.78	-----	-----
<b>RELIGION</b>						
C01	VICTORY SCRAPBOOK 335 X 240MM 60GSM 96 PAGES	1	1.80	1.80	-----	-----
<b>THE FOLLOWING ITEMS WILL BE SENT DIRECTLY TO YOUR CHILDS CLASSROOM</b>						
D01	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (NOT IN PACK - Distributed by School)	1	1.88	1.88	-----	-----
D02	AUSTRALIAN OFFICE PAPER WHITE A4 80GSM 500 SHEETS (NOT IN PACK - Distributed by School)	1	5.95	5.95	-----	-----

**Step 1**    A  **100% Pack**    **\$88.27**    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

<b>100% Pack (A)</b>	
Booklist items (B)	
<b>Total</b>	

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\*\***