



**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 Thomas'**  
A heart for mind and spirit

# St Thomas' 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 27 October 2011

DELIVERY PERIOD:  
**Monday 28 November 2011 to Sunday 4 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. Refer next page for online ordering instructions.
2. **Order Form** - Complete an order form (available from Administration) and return (in a sealed envelope) to the school by the due date.

#### Delivery

Bookpacks will be delivered to you by Australia Post. If you are not home at the time of delivery and you have not given specific instructions on where to leave your order, it may be left at your front door, or Australia Post will assess the situation and may leave a card in your letterbox directing you to your local Post Office. 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 your family total falls below \$50.00, a single \$5.50 delivery charge is payable (per family).

#### Late Orders:

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

Late orders will be accepted, however they 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 S.O.S – NOT to the 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 the total cost for each line in "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 return to the school by the due date.

**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 any other search engines' search field):

**www.schoolandoffice.com.au**

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



Click on the BOOKPACK ORDERS button.



Enter the SCHOOL CODE for St Thomas' School – **STT01** and click ENTER.

Enter your school code here

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

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

**ST THOMAS' CATHOLIC SCHOOL**  
**2012 REQUIREMENTS - YEAR 7**

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

**STUDENT COPY**

For gender colour purposes only

Male  Female

NOTE TO PARENTS: Please name each Item individually.

Item	Product Description	Quantity	Price	Extension	Required	Total
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**TEXTBOOK**

Online Maths Subscription/Text will be added to Term 1 School Fees

**GENERAL REQUIREMENTS**

B01	MARBIG SLIMPICK WALLET ASSORTED COLOURS	2	0.51	1.02	-----	-----
B02	MARBIG WALLET FOOLSCAP POLYPICK ASSORTED	2	1.12	2.24	-----	-----
B03	OLYMPIC EXERCISE BOOKS - A4 128 PAGE	4	1.00	4.00	-----	-----
B04	OLYMPIC EXERCISE BOOKS - A4 96 PAGE	1	0.78	0.78	-----	-----
B05	PROTEXT PREMIUM EXERCISE BOOK A4 RULED 8MM 96 PAGE E3 70GSM (CANDIDA REPLACEMENT)	10	1.18	11.80	-----	-----
B06	TUDOR DISPLAY BOOKS - REFILLABLE - A4 20 POCKET RIBBED CLEAR FRONT	2	1.07	2.14	-----	-----
B07	OLYMPIC GRID BOOK A4 48 PAGE 7MM	3	0.64	1.92	-----	-----
B08	SPIRAX 571 SIDE OPENING A5 300 PAGE SPIRAL NOTEBOOK	2	3.52	7.04	-----	-----
B09	SPIRAX 592 SIDE OPENING 222 X 178MM 120 PAGES SPIRAL NOTEBOOK	1	1.79	1.79	-----	-----
B10	COLPLAN STUDENT DIARY	1	1.02	1.02	-----	-----
B11	FABER CASTELL CONNECTOR PENS WALLET 10	1	3.55	3.55	-----	-----
B12	STAEDTLER 144 NC12 NORIS CLUB COLOURED PENCILS PKT12	1	3.16	3.16	-----	-----
B13	MICADOR PLASTIC TRANSLUCENT RULER 30CM	1	0.30	0.30	-----	-----
B14	STAEDTLER MINERVA GRAPHITE PENCIL HB - SINGLE	4	0.31	1.24	-----	-----
B15	STAEDTLER 110 TRADITION PENCILS 4H SINGLE	2	0.51	1.02	-----	-----
B16	PAPERMATE KILOMETRICO BALLPOINT PEN MEDIUM BLUE SINGLE	4	0.42	1.68	-----	-----
B17	PAPERMATE KILOMETRICO BALLPOINT PEN MEDIUM RED SINGLE	4	0.42	1.68	-----	-----
B18	PAPERMATE KILOMETRICO BALLPOINT PEN MEDIUM BLACK SINGLE	2	0.42	0.84	-----	-----
B19	SHEFFIELD 160MM DELUXE STUDENT SCISSORS	1	1.60	1.60	-----	-----
B20	MICADOR HIGHLIGHTER YELLOW	1	0.51	0.51	-----	-----
B21	MICADOR HIGHLIGHTER GREEN	1	0.51	0.51	-----	-----
B22	BOSTIK BLU STIK 35GM SINGLE STICK	2	2.84	5.68	-----	-----
B23	TAURUS 360 DEGREE PLASTIC PROTRACTOR 10CM (Not Celco brand)	1	0.85	0.85	-----	-----
B24	MICADOR LITTLE SHARPENER 1 HOLE WITH CANISTER	1	0.34	0.34	-----	-----
B25	MICADOR 3020 LARGE PLASTIC ERASER	2	0.25	0.50	-----	-----
B26	BANTEX CLIPFOLDER PVC A4 ASSTD	1	2.44	2.44	-----	-----
B27	REXEL BAMBI STAPLER WITH STAPLES 10 SHEET	1	5.66	5.66	-----	-----
B28	CHAIR BAG QUALITY 45CM WIDE X 42CM LONG NYLON ROYAL BLUE	1	9.27	9.27	-----	-----
B29	CANCER COUNCIL EVERYDAY ULTRA SUNSCREEN SPF 30+ ROLL-ON 75ML	1	7.73	7.73	-----	-----

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

C01	ST. THOMAS' CATHOLIC SCHOOL PENCIL CASE	1	6.50	6.50	-----	-----
C02	ST. THOMAS' CATHOLIC SCHOOL LIBRARY BAG	1	13.00	13.00	-----	-----
C03	ST. THOMAS' CATHOLIC SCHOOL HEADPHONES IN POUCH	1	10.00	10.00	-----	-----
C04	MACQUARIE SCHOOL DICTIONARY 3E (HARDBACK) + BONUS MACQUARIE COMPACT SPELLER (NEW)	1	29.50	29.50	-----	-----
C05	COLLINS GEM THESAURUS A - Z IN COLOUR 6TH ED (NEW 2009 EDITION)	1	10.80	10.80	-----	-----
C06	GOOD NEWS BIBLE POPULAR SOFT COVER SUNRISE GB040P	1	19.45	19.45	-----	-----
C07	SHARP EL240SAB 8 DIGIT POCKET CALCULATOR WITH TWIN POWER AND DECIMAL SELECT	1	10.21	10.21	-----	-----
C08	GOLDEN MARS USB STICK 2GB WITH LANYARD	1	10.27	10.27	-----	-----

**ST THOMAS' CATHOLIC SCHOOL  
2012 REQUIREMENTS - YEAR 7**

STUDENT NAME .....

**STUDENT COPY**

For gender colour purposes only  
 Male     Female

Item	Product Description	Quantity	Price	Extension	Required	Total
C09	COMPASS SCREW NICKEL PLATED 801N	1	1.13	1.13	-----	-----
C10	ART SMOCK LONG SLEEVE AGE 9-12 YEARS NYLON ROYAL BLUE	1	16.81	16.81	-----	-----

**Step 1**

**A**  **100% Pack**

**\$82.31**

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: .....

**ST THOMAS' CATHOLIC SCHOOL  
2012 REQUIREMENTS - YEAR 7**

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

**ORDER FORM**  
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 Male  Female

NOTE TO PARENTS: Please name each Item individually.

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**ST THOMAS' CATHOLIC SCHOOL  
2012 REQUIREMENTS - YEAR 7**

STUDENT NAME \_\_\_\_\_

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For gender colour purposes only  
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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: \_\_\_\_\_

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\*\***