



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



St Thomas'
A heart for mind and spirit

St Thomas' 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 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 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 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 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 Thomas' School – **STT01** 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
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"/>

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

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

ST THOMAS' CATHOLIC 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	MY ALPHABET SCRAPBOOK FOR QUEENSLAND WORKBOOK	1	12.95	12.95	-----	-----
GENERAL REQUIREMENTS						
B01	FABER JUMBO GRIP B TRIANGULAR PENCIL WITH GRIP ZONE	2	1.42	2.84	-----	-----
B02	FABER CASTELL GRIP JUNIOR COLOURED PENCILS (3.8MM THICK LEAD + SHARPENER) PACK 10	1	3.30	3.30	-----	-----
B03	CRAYOLA CLASSIC COLORS BROADLINE WASHABLE MARKERS PACK 8	1	5.16	5.16	-----	-----
B04	MICADOR CRAYONS TWISTAZ RETRACTABLE 6MM PACK 12	2	4.32	8.64	-----	-----
B05	DERWENT COLOURED A5 VISUAL ART DIARY 120 PAGES	1	1.47	1.47	-----	-----
B06	VICTORY SCRAPBOOK 335X240 96 PAGE 60GSM	2	1.80	3.60	-----	-----
B07	NP 2/3 A4 EXERCISE BOOK RULED 12 MM 64 PAGES	1	0.74	0.74	-----	-----
B08	BOSTIK BLU STIK 35G - SINGLE	4	2.84	11.36	-----	-----
B09	MICADOR MPP - A3 MULTI PURPOSE POUCH MESH	1	3.81	3.81	-----	-----
B10	CANCER COUNCIL EVERYDAY ULTRA SUNSCREEN SPF 30+ ROLL-ON 75ML	2	7.73	15.46	-----	-----
B11	OLYMPIC EXERCISE BOOK - A4 48 PAGE	1	0.46	0.46	-----	-----
B12	GOLDEN MARS USB STICK 4GB WITH KEY CHAIN	1	10.27	10.27	-----	-----
B13	ST. THOMAS' CATHOLIC SCHOOL LIBRARY BAG	1	13.00	13.00	-----	-----
B14	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (Packed in Pack)	1	1.75	1.75	-----	-----

ADDITIONAL REQUIREMENTS (Brought from home)

Pillow/Cushion (approx 30cm square)
 Sheet/Towel in a Bag

Step 1 **A 100% Pack** **\$94.81** 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: _____

ST THOMAS' CATHOLIC 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
TEXTBOOKS						
A01	MY ALPHABET SCRAPBOOK FOR QUEENSLAND WORKBOOK	1	12.95	12.95	-----	-----
GENERAL REQUIREMENTS						
B01	FABER JUMBO GRIP B TRIANGULAR PENCIL WITH GRIP ZONE	2	1.42	2.84	-----	-----
B02	FABER CASTELL GRIP JUNIOR COLOURED PENCILS (3.8MM THICK LEAD + SHARPENER) PACK 10	1	3.30	3.30	-----	-----
B03	CRAYOLA CLASSIC COLORS BROADLINE WASHABLE MARKERS PACK 8	1	5.16	5.16	-----	-----
B04	MICADOR CRAYONS TWISTAZ RETRACTABLE 6MM PACK 12	2	4.32	8.64	-----	-----
B05	DERWENT COLOURED A5 VISUAL ART DIARY 120 PAGES	1	1.47	1.47	-----	-----
B06	VICTORY SCRAPBOOK 335X240 96 PAGE 60GSM	2	1.80	3.60	-----	-----
B07	NP 2/3 A4 EXERCISE BOOK RULED 12 MM 64 PAGES	1	0.74	0.74	-----	-----
B08	BOSTIK BLU STIK 35G - SINGLE	4	2.84	11.36	-----	-----
B09	MICADOR MPP - A3 MULTI PURPOSE POUCH MESH	1	3.81	3.81	-----	-----
B10	CANCER COUNCIL EVERYDAY ULTRA SUNSCREEN SPF 30+ ROLL-ON 75ML	2	7.73	15.46	-----	-----
B11	OLYMPIC EXERCISE BOOK - A4 48 PAGE	1	0.46	0.46	-----	-----
B12	GOLDEN MARS USB STICK 4GB WITH KEY CHAIN	1	10.27	10.27	-----	-----
B13	ST. THOMAS' CATHOLIC SCHOOL LIBRARY BAG	1	13.00	13.00	-----	-----
B14	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (Packed in Pack)	1	1.75	1.75	-----	-----

ADDITIONAL REQUIREMENTS (Brought from home)

Pillow/Cushion (approx 30cm square)
 Sheet/Towel in a Bag

Step 1 **A 100% Pack** **\$94.81** 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****