

Ormiston College

Bookpack Ordering Instructions

Back to School 2019

Prep to Year 2 requirements for 2019 will be a standard Starter Pack for all students. Parents will need to pay online for the pack, which will be delivered directly to the College Classrooms ready for the start of the school year.

Prep to Year 12 packs need to be ordered online by Friday 23 November 2018.

ONLINE ORDERING: Friday 26 OCTOBER – Friday 23 NOVEMBER 2018

DELIVERY: 9 JANUARY - 23 JANUARY 2019

(May be delivered any day between these dates)

The prices shown on the booklist are for Ormiston online orders only. Any purchases made directly through Symons will be charged **full retail price**.

PLEASE ORDER CAREFULLY AS SYMONS DO NOT ACCEPT RETURNS FOR INCORRECT ORDERING

DELIVERY DETAILS:

❖ **Option 1: HOME DELIVERY**

- ❖ Your order will be processed & home delivered to your chosen address between 9-23 January 2019.
- ❖ You are NOT expected to be home to accept your delivery.
- ❖ Your order will be delivered AT ANY TIME during the specified delivery period (**which is pre chosen by your school**)
- ❖ Deliveries can be made to any address WITHIN YOUR SCHOOL AREA - home, work, PO Box, neighbour or relative.
- ❖ All orders must be paid in full by your order deadline date for deliveries to go ahead.

❖ **Option 2: SCHOOL COLLECTION**

- ❖ Your order will be processed & will be available for collection at the College on the days & times shown below:
 - Wednesday 23 January 2019 - 8:00am to 2:00pm
 - Thursday 24 January 2019 - 11:00am to 7:00pm
- ❖ All orders must be paid in full by your order deadline date for collection to go ahead.

CHANGES, RETURNS AND QUERIES:

- ❖ **Changes:** Changes to your delivery address can only be made up until your **deadline date**.
- ❖ **Returns:** Please choose carefully as Symons DO NOT accept returns for incorrect ordering or change of mind. Faulty/damaged items in transit will be fully refunded or replaced.
- ❖ **Queries:** If you have any queries regarding your order, please direct them via email to info@symonsed.com.au as the phones become congested during January.

LATE ORDERS:

- ❖ We do accept late orders however these orders will be processed AFTER all the on-time orders have been packed.
- ❖ Late orders will be home delivered, for a fee of \$12.95.

CHECKING YOUR ORDER:

- ❖ PLEASE CHECK YOUR ORDERS AS SOON AS YOU RECEIVE THEM. YOU HAVE FOURTEEN (14) DAYS WITHIN WHICH TO REPORT ANY DAMAGED, MISSING OR INCORRECT ITEMS.
- ❖ ANY ITEM THAT WAS UNAVAILABLE AT THE TIME OF PACKING WILL BE BACKORDERED. A NOTE WILL BE ATTACHED TO YOUR RECEIPT. THESE ITEMS WILL BE DELIVERED TO THE SCHOOL FOR YOUR STUDENTS COLLECTION.

STEP BY STEP ONLINE ORDERING INSTRUCTIONS

- ❖ go to the www.symonsed.com.au
- ❖ Click on School Orders button.
- ❖ Under the heading "Have you got your school code ready" click on the green words.
- ❖ Enter your College logon code **ORM01 (ORMzero1)**.
- ❖ Fill in the details of your Child's name, address and **DAYTIME** contact details.
- ❖ Select your Year Level and click the Save Details button.
- ❖ Please ensure that you read the Order Documentation.
- ❖ Tab to the order qty column and key in the **number** required.
- ❖ Year 3-12 please ensure that you choose either **HOME DELIVERY** or **FREE COLLECTION**.
- ❖ Click on Save Details.
- ❖ Should you have additional students, click on Next Student, if not, click on Pay Now.
- ❖ Click on Payment Page – this will take you through to a secure payment area with NAB bank.
- ❖ If you chose Home Delivery or Collect at School follow the next few steps. You will receive an order confirmation and reference number.
- ❖ Click on the type of credit/debit card you wish to pay with (eg. Visa, MasterCard or American Express)
- ❖ Fill in your credit card details and click on Enter Payment.
- ❖ Once your credit card payment has been approved, you will receive an Order Confirmation on screen. This confirmation will also be forwarded to the email address you have included in your child's details. Please retain your **ORDER REFERENCE NUMBER** for any queries you may have.
- ❖ Should you not receive confirmation and an Order Reference Number, please contact Symons Educational Supplies by email info@symonsed.com.au as **your order has not been received**.

REMEMBER YOUR ORDER DEADLINE: 23 November 2018



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www.symonsed.com.au

ORMISTON COLLEGE
PREP - BOOKLIST 2019

STUDENT NAME

ADDRESS

PHONE

ORDER FORM

Item	Product Description	Quantity	Price	Extension	Required	Total
COMPULSORY TEXT & STATIONERY						
A01	PREP STARTER PACK	1	151.02	151.02	1	151.02

ADDITIONAL

- ORMISTON COLLEGE LIBRARY BAG (AVAILABLE FROM SCHOOL)
- ART SMOCK (AVAILABLE FROM SCHOOL)
- SUNSCREEN (AVAILABLE FROM SCHOOL)

Tick here for the 100% pack.
Includes all of the list required for your year.



100% Pack

\$151.02

Parents Signature: