

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



SYMONS EDUCATIONAL SUPPLIES
127-129 OLYMPIC CIRCUIT
SOUTHPORT QLD 4215
Ph: 07 5531 3633 Fx: 07 5532 6887
ABN: 33 525 710 218
info@symonsed.com.au
www.symonsed.com.au

**ORMISTON COLLEGE
YR 10 - BOOKLIST 2019**

STUDENT NAME

ADDRESS

PHONE

ORDER FORM

PLEASE CHOOSE CAREFULLY AS SYMONS DO NOT ACCEPT RETURNS FOR INCORRECT ORDERING. THANK YOU.

Item	Product Description	Quantity	Price	Extension	Required	Total
COMPULSORY EQUIPMENT						
B01	HEADPHONES LS-H-6 4 TIP SINGLE PLUG (for English, Geography, History, Languages & Music Students)	1	15.20	15.20
B02	COMPASS HELIX G05048	1	2.06	2.06
B03	PROTRACTOR 180° 100MM	1	0.37	0.37
B04	SET SQUARE 140MM SET 45-60	1	2.00	2.00
B05	RULER 30CM PLASTIC	1	0.54	0.54
B06	PENCIL HB TRADITION	3	0.53	1.59
B07	PEN MED (BLACK)	2	0.32	0.64
B08	PEN MED (BLUE)	2	0.32	0.64
B09	PEN MED (RED)	2	0.32	0.64
B10	ERASER LARGE	1	0.29	0.29
B11	PENCIL SHARPENER SINGLE METAL	1	0.39	0.39
B12	HIGHLIGHTER ICE PKT 4	1	4.42	4.42
COMPULSORY FOR ENGLISH						
C01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.17	1.17
COMPULSORY FOR FOUNDATION STUDIES - ACCOUNTING						
D01	DISPLAY BOOK A4 20PCKT (ASST)	1	1.21	1.21
COMPULSORY FOR FOUNDATION STUDIES - VISUAL ART (Semester 1 & 2)						
E01	PENCIL 2B TRADITION	2	0.53	1.06
E02	PENCIL 4B TRADITION	2	0.53	1.06
E03	PENCIL 6B TRADITION	2	0.53	1.06
E04	MARKER ARTLINE 220 0.2 (BLK)	1	2.31	2.31
E05	PAINTBRUSH JASART WHITE TAKLON ROUND SIZE 4 (Carried from Yr 9)	1	2.20	2.20
E06	PAINTBRUSH JASART WHITE TAKLON ROUND SIZE 6 (Carried from Yr 9)	1	2.63	2.63
E07	PAINTBRUSH JASART WHITE TAKLON ROUND SIZE 8 (Carried from Yr 9)	1	3.67	3.67
E08	PAINTBRUSH JASART WHITE TAKLON ROUND SIZE 12 (Carried from Yr 9)	1	5.35	5.35
E09	PAINTBRUSH JASART HOG BRISTLE SERIES 579 FLAT SIZE 2 (Carried from Yr 9)	1	0.44	0.44
E10	PAINTBRUSH JASART HOG BRISTLE SERIES 579 FLAT SIZE 10 (Carried from Yr 9)	1	0.93	0.93
E11	PAINTBRUSH JASART HOG BRISTLE SERIES 579 FLAT SIZE 12 (Carried from Yr 9)	1	1.31	1.31
COMPULSORY FOR FOUNDATION STUDIES - BUSINESS						
G01	DISPLAY BOOK A4 20PCKT (ASST)	1	1.21	1.21
G02	EXERCISE BOOK A4 64 PG	1	0.75	0.75

**ORMISTON COLLEGE
YR 10 - BOOKLIST 2019**

STUDENT NAME

ORDER FORM

Item	Product Description	Quantity	Price	Extension	Required	Total
COMPULSORY FOR FOUNDATION STUDIES - DESIGN						
I01	VISUAL ART DIARY A4 60LF	1	3.82	3.82
I02	PENCIL HB TRADITION	2	0.53	1.06
I03	PENCIL 2B TRADITION	2	0.53	1.06
I04	ERASER LARGE BELGRAVE	1	0.29	0.29
COMPULSORY FOR FOUNDATION STUDIES - DRAMA						
J01	DISPLAY BOOK A4 20PCKT (ASST)	1	1.21	1.21
COMPULSORY FOR FOUNDATION STUDIES - ECONOMICS						
K01	DISPLAY BOOK A4 20PCKT (ASST)	1	1.21	1.21
K02	EXERCISE BOOK A4 64 PG	1	0.75	0.75
COMPULSORY FOR FOUNDATION STUDIES - GEOGRAPHY						
L01	EXERCISE BOOK A4 128PG (STAPLED SPINE ONLY)	1	1.78	1.78
COMPULSORY FOR FOUNDATION STUDIES - GERMAN						
M01	COLLINS GERMAN DICTIONARY & GRAMMAR (8E) (Carried forward from Yr 9) - New German Students ONLY	1	29.24	29.24
M02	EXERCISE BOOK A4 64 PG (STAPLED SPINE ONLY)	1	0.75	0.75
M03	MANILLA FOLDER F/C (YELLOW)	1	0.24	0.24
COMPULSORY FOR FOUNDATION STUDIES - HISTORY - ANCIENT						
N01	EXERCISE BOOK A4 128PG (STAPLED SPINE ONLY)	1	1.78	1.78
COMPULSORY FOR FOUNDATION STUDIES - HISTORY - MODERN						
O01	EXERCISE BOOK A4 128PG (STAPLED SPINE ONLY)	1	1.78	1.78
COMPULSORY FOR FOUNDATION STUDIES - JAPANESE						
P01	EXERCISE BOOK A4 64 PG (STAPLED SPINE ONLY)	1	0.75	0.75
P02	MANILLA FOLDER F/C (YELLOW)	1	0.24	0.24
COMPULSORY FOR FOUNDATION STUDIES - LEGAL STUDIES						
Q01	EXERCISE BOOK A4 64 PG (STAPLED SPINE ONLY)	1	0.75	0.75
COMPULSORY FOR FOUNDATION STUDIES - GENERAL MATHEMATICS						
S01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	4	1.17	4.68
S02	GRAPH PAD A4 2MM 25LF	1	3.98	3.98
COMPULSORY FOR FOUNDATION STUDIES - MATHEMATICAL METHODS						
T01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	4	1.17	4.68
COMPULSORY FOR FOUNDATION STUDIES - SPECIALIST MATHEMATICS						
U01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	4	1.17	4.68
HOME DELIVERY						
Z01	HOME DELIVERY FEE	1	9.95	9.95

Parents Signature: