

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 9 - 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	CALCULATOR CASIO FX82AU - PLUS II (Carried Forward From Yr 8)	1	37.29	37.29
B02	HEADPHONES LS-H-6 4 TIP SINGLE PLUG (Compulsory For Music)	1	15.20	15.20
B03	COMPASS HELIX G05048	1	2.06	2.06
B04	PROTRACTOR 180o 100MM	1	0.37	0.37
B05	SET SQUARE 140MM SET 45-60	1	2.00	2.00
B06	RULER 30CM PLASTIC	1	0.54	0.54
B07	PENCIL HB TRADITION	3	0.53	1.59
B08	PEN MED (BLACK)	2	0.32	0.64
B09	PEN MED (BLUE)	2	0.32	0.64
B10	PEN MED (RED)	2	0.32	0.64
B11	MARKER ARTLINE 220 0.2 (BLK)	1	2.31	2.31
B12	ERASER LARGE	1	0.29	0.29
B13	PENCIL SHARPENER SINGLE METAL	1	0.39	0.39
B14	SCISSORS 155MM RED (SHEFFIELD)	1	1.27	1.27
B15	PENCILS COLOURED CRAYOLA PKT 12	1	2.53	2.53
B16	GLUE STICK UHU 21GMS	1	1.90	1.90
B17	PENCIL CASE GIANT 2 ZIP	1	2.70	2.70
B18	HIGHLIGHTER ICE PKT 4	1	4.42	4.42
COMPULSORY FOR - ART						
D01	VISUAL ART DIARY A4 60LF (Acid Free)	1	3.82	3.82
D02	PENCIL 2B TRADITION	2	0.53	1.06
D03	PENCIL 4B TRADITION	2	0.53	1.06
D04	A2 ART CARRY FOLIO KRAFT	1	5.18	5.18
COMPULSORY FOR - BUSINESS & COMMERCE						
E01	EXERCISE BOOK A4 64 PG (STAPLED SPINE ONLY)	1	0.75	0.75
E02	DISPLAY BOOK A4 20PCKT (ASST)	1	1.21	1.21
COMPULSORY FOR - DESIGN TECHNOLOGY						
F01	VISUAL ART DIARY A4 60LF	1	3.82	3.82
F02	PENCIL HB TRADITION	2	0.53	1.06
F03	PENCIL 2B TRADITION	1	0.53	0.53
F04	ERASER LARGE	1	0.29	0.29
COMPULSORY FOR - DRAMA						
G01	DISPLAY BOOK A4 20PCKT (ASST)	1	1.21	1.21
COMPULSORY FOR - ENGLISH						
H01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.17	1.17
COMPULSORY FOR - GEOGRAPHY						
I01	EXERCISE BOOK A4 128PG (STAPLED SPINE ONLY)	1	1.78	1.78

ORMISTON COLLEGE
YR 9 - BOOKLIST 2019

STUDENT NAME

ORDER FORM

Item	Product Description	Quantity	Price	Extension	Required	Total
COMPULSORY FOR - GERMAN						
J01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.17	1.17
COMPULSORY FOR - HISTORY						
K01	EXERCISE BOOK A4 128PG (STAPLED SPINE ONLY)	1	1.78	1.78
COMPULSORY FOR - JAPANESE						
L01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.17	1.17
COMPULSORY FOR - LITERACY						
M01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.17	1.17
COMPULSORY FOR - MATHEMATICS						
N01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	4	1.17	4.68
HOME DELIVERY						
O01	HOME DELIVERY FEE	1	9.95	9.95

Parents Signature: