

# Ormiston College

## Bookpack Ordering Instructions

### Back to School 2018

**Prep to Year 2** requirements for 2018 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 17 November 2017.

**ONLINE ORDERING: 20 OCTOBER - 17 NOVEMBER 2017**

**HOME DELIVERY: 8 JANUARY - 19 JANUARY 2018**

(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 8-19 January 2018.
- ❖ You are NOT expected to be home to accept your delivery.
- ❖ Your order will be delivered AT ANY TIME during the specified delivery period
- ❖ 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 17 January 2018 - 8:00am to 2:00pm
  - Thursday 18 January 2018 - 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](mailto: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](http://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](mailto:info@symonsed.com.au) **as your order has not been received.**

**REMEMBER YOUR ORDER DEADLINE: 17 November 2017**



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](mailto:info@symonsed.com.au)  
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# ORMISTON COLLEGE

## YR 7 - BOOKLIST 2018

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
<b>COMPULSORY EQUIPMENT</b>						
A01	CALCULATOR CASIO FX82AU PLUS II	1	30.95	30.95	-----	-----
A02	HEADPHONES LS-H-6 4 TIP SINGLE PLUG	1	14.40	14.40	-----	-----
A03	COMPASS HELIX G05048	1	2.22	2.22	-----	-----
A04	PROTRACTOR 180° 100MM	1	0.51	0.51	-----	-----
A05	SET SQUARE 140MM SET 45-60	1	2.16	2.16	-----	-----
A06	RULER 30CM PLASTIC	1	0.57	0.57	-----	-----
A07	PENCIL HB TRADITION	3	0.57	1.71	-----	-----
A08	PEN MED (BLACK)	2	0.28	0.56	-----	-----
A09	PEN MED (BLUE)	2	0.28	0.56	-----	-----
A10	PEN MED (RED)	2	0.28	0.56	-----	-----
A11	MARKER ARTLINE 220 0.2 (BLK)	2	2.50	5.00	-----	-----
A12	ERASER LARGE	1	0.28	0.28	-----	-----
A13	PENCIL SHARPENER SINGLE METAL	1	0.45	0.45	-----	-----
A14	SCISSORS QSV 165MM BLACK HANDLE	1	1.59	1.59	-----	-----
A15	PENCILS COLOURED CRAYOLA PKT 12	1	3.35	3.35	-----	-----
A16	GLUE STICK UHU 21GMS	1	2.16	2.16	-----	-----
A17	STAPLER AND STAPLES NO 10	1	2.22	2.22	-----	-----
A18	PENCIL CASE GIANT 2 ZIP	1	3.81	3.81	-----	-----
A19	HIGHLIGHTER ICE PKT 4	1	5.06	5.06	-----	-----
A20	MARKERS WHITEBOARD COMPACT 341 WP4 PKT4	1	10.91	10.91	-----	-----
<b>COMPULSORY STATIONERY</b>						
B01	SHEET PROTECTORS A4 PTK 10	3	0.68	2.04	-----	-----
<b>COMPULSORY FOR - ART</b>						
C01	VISUAL ART DIARY A4 60LF	1	3.64	3.64	-----	-----
C02	A2 ART CARRY FOLIO KRAFT	1	3.86	3.86	-----	-----
C03	PENCIL 2B TRADITION	2	0.57	1.14	-----	-----
C04	PENCIL 4B TRADITION	2	0.57	1.14	-----	-----
C05	PENCIL 6B TRADITION	2	0.57	1.14	-----	-----
<b>COMPULSORY FOR - ENGLISH</b>						
D01	DISPLAY BOOK A4 20 PCKT (YELLOW)	1	1.42	1.42	-----	-----
D02	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.08	1.08	-----	-----
<b>COMPULSORY FOR - GEOGRAPHY</b>						
E01	EXERCISE BOOK A4 128PG (STAPLED SPINE ONLY)	1	1.31	1.31	-----	-----
E02	DISPLAY BOOK A4 20 PCKT (G-PURPLE)	1	1.42	1.42	-----	-----
<b>COMPULSORY FOR - GERMAN</b>						
F01	COLLINS GERMAN DICTIONARY AND GRAMMAR (7ED)	1	29.24	29.24	-----	-----
F02	MANILLA FOLDER F/C (PURPLE)	1	0.25	0.25	-----	-----
F03	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.08	1.08	-----	-----
F04	BOOK COVERS A4 (CLEAR)	1	0.91	0.91	-----	-----

# ORMISTON COLLEGE

## YR 7 - BOOKLIST 2018

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

### ORDER FORM

Item	Product Description	Quantity	Price	Extension	Required	Total
<b>COMPULSORY FOR - HISTORY</b>						
G01	EXERCISE BOOK A4 128PG (STAPLED SPINE ONLY)	1	1.31	1.31	-----	-----
G02	DISPLAY BOOK A4 20 PKT (G-PURPLE)	1	1.42	1.42	-----	-----
<b>COMPULSORY FOR - JAPANESE</b>						
H01	MANILLA FOLDER F/C (PURPLE)	1	0.25	0.25	-----	-----
H02	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.08	1.08	-----	-----
H03	BOOK COVERS A4 (CLEAR)	1	0.91	0.91	-----	-----
<b>COMPULSORY FOR - LITERACY</b>						
I01	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	1	1.08	1.08	-----	-----
<b>COMPULSORY FOR - MATHS &amp; SCIENCE</b>						
J01	EXCEL YEAR 7 MATHEMATICS REVISION & EXAM WORKBOOK 1	1	19.49	19.49	-----	-----
J02	NEW WAVE MENTAL MATHS G (NATIONAL ED)	1	12.67	12.67	-----	-----
J03	EXERCISE BOOK A4 96PG (STAPLED SPINE ONLY)	6	1.08	6.48	-----	-----
J04	LOOSELEAF A4 PKT 50 5MM GRAPH	1	3.18	3.18	-----	-----
<b>COMPULSORY FOR - SEP</b>						
K01	DISPLAY BOOK A4 20 PKT (G-PURPLE)	1	1.42	1.42	-----	-----
<b>OPTIONAL STATIONERY</b>						
L01	BINDER 2D R 25MM ORMISTON COLLEGE	1	7.00	7.00	-----	-----
<b>PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS VERY CAREFULLY</b>						
<b>HOME DELIVERY - OPTION 1</b>						
N01	HOME DELIVERY FEE	1	9.95	9.95	-----	-----
<b>COLLECTION FROM SCHOOL - OPTION 2</b>						
O01	FREE COLLECTION	1	0.00	0.00	-----	-----

Parents Signature: \_\_\_\_\_