

### BOOKLISTS:

This is the list of classroom requirements for your child for 2016. Please send all items from the book pack **on the first day of school**, ensuring **all items are named** unless otherwise indicated, and that **books are preferably covered** (this helps to keep the books in good order throughout the whole year).

### ORDERING OPTIONS:

<b>Option 1:</b>	<b>Order and pay by 30 October 2015</b> (paper order form or online) <b>Home delivery between 30 November and 6 December 2015.</b>
<b>Option 2:</b>	<b>Order and pay by 4 December 2015</b> (paper order form or online) <b>Home delivery between 4 January and 17 January 2016.</b>

**Online Ordering** - Order your requirements online at [www.schoolandoffice.com.au](http://www.schoolandoffice.com.au). Click on the BOOKPACKS link (picture of two little girls) to take you to backpack ordering. Click on the S.O.S. Booklists button. Copies of the booklists can be downloaded prior to ordering. Payment will be expected at the checkout by Mastercard or Visa.



**SCHOOL CODE: GUA01**

**Order Form** - Complete an order form and hand it in to *School & Office Supplies* by the due date, with payment by Cheque, Money Order, Visa or Mastercard. Payments in store can be made by cash, cheque, money order, Visa or Mastercard.



## YOUR CHANCE TO WIN!

Purchase backpacks through  
**School & Office Supplies (S.O.S.)**  
to go in the draw to win  
**4 x VIP Magic Passes**  
to the Big 3 Theme Parks.

**WINNER DRAWN MONDAY 21/12/15**



**S.O.S.**  
SCHOOL & OFFICE  
SUPPLIES

1/70 Tingal Road,  
Wynnum QLD 4178

PO Box 1110,  
Wynnum QLD 4178

P: 1300 PENCIL (736245)  
F: 1300 WYNNUM (996686)

E: [bookpacks@schoolandoffice.com.au](mailto:bookpacks@schoolandoffice.com.au)  
W: [www.schoolandoffice.com.au](http://www.schoolandoffice.com.au)

## DELIVERY:

All packs are delivered, however if delivered to your home, you are not expected to be there to accept delivery. Deliveries can be made to an alternate address ie. PO Box, work, neighbours, relatives etc. The delivery address cannot be changed after your order is submitted. A delivery fee of \$3.30 is charged per student. Orders cannot be collected as they are packed off-site in a restricted access facility.

## LATE ORDERS:

**New Enrolments** – Order directly through School & Office Supplies (without penalty).

**All other late orders** – We do accept late orders, however, as these orders cannot be processed quickly and efficiently on our production line along with the on-time orders for your school, a handling fee of \$15.00 per student will be charged.

**Shop In-store** - School supplies can be purchased at any time from School & Office Supplies (open 6 days). Shop pricing will differ to booklist pricing.

## CHANGES, CANCELLATIONS AND QUERIES:

**\*\*\* Please choose carefully when ordering.\*\*\***

The booklist content is compiled by the school and lists the items they expect your child to bring along at the commencement of the school year. If there are items on the booklist that your child already has that are in good working order, there is no need to re-purchase them.

**Changes** - Changes cannot be made to your order once submitted.

**Returns** – If a product is damaged in transit or faulty we will provide you with a replacement.

**Cancellations** – Order cancellations are accepted if your child(ren) will no longer be attending the school. A 10% cancellation fee will apply. Return of cancelled orders already delivered will not be accepted after 31 January 2016.

**Queries** - If you have any queries regarding your order, please direct them to School & Office Supplies – NOT to the school, via email to [bookpacks@schoolandoffice.com.au](mailto:bookpacks@schoolandoffice.com.au). Please be aware that the phones become congested during January.

## CHECKING YOUR ORDER/S:

Please check your order/s as soon as you receive them. You have fourteen (14) days within which to report any damaged, missing or incorrect items.



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# GUARDIAN ANGELS SCHOOL

## 2016 REQUIREMENTS - YEAR 5

STUDENT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_

### ORDER FORM

For gender colour purposes only

Male  Female

Item	Description	Quantity	Price	Extension	Required	Total
<b>TEXTS</b>						
9781442547209	NEW SIGNPOST MATHS AC EDITION STUDENT BOOK - YEAR 5	1	19.95	19.95	-----	-----
9781921750038	NEW WAVE MENTAL E WORKBOOK 2011 EDITION	1	11.95	11.95	-----	-----
<b>GENERAL REQUIREMENTS</b>						
DBSC37C33-16	COLPLAN STUDENT DIARY A5 CASEBOUND WEEK TO VIEW 2016	1	1.19	1.19	-----	-----
SP140752	OLYMPIC GRID BOOK 7MM SQUARES A4 48 PAGE	2	0.80	1.60	-----	-----
SP140750	OLYMPIC EXERCISE BOOK - A4 96 PAGE	14	1.01	14.14	-----	-----
SP142460	OLYMPIC SKETCH BOOK SP34 - SPIRAL A4 20 LEAF	3	1.48	4.44	-----	-----
SP141350	TUDOR DISPLAY BOOK - REFILLABLE - A4 20 POCKET MATT GREEN (Music)	1	1.40	1.40	-----	-----
SP141371	TUDOR DISPLAY BOOK - REFILLABLE - A4 20 POCKET BRIGHT ICE ASSORTED	1	1.40	1.40	-----	-----
CUOTW82BL-60	DISPLAY BOOK - REFILLABLE - A4 60 POCKET BLUE	1	3.13	3.13	-----	-----
SP141379	TUDOR DOCUMENT WALLET A4 CLEAR WITH PRESS STUD	2	0.85	1.70	-----	-----
AMEOS204	OSMER SCISSORS 155MM BLUE HANDLE (OR Left-handed option below)	1	1.52	1.52	-----	-----
AMEOS158L	OSMER SCISSORS 158MM LEFT HANDED GREEN HANDLE (OPTIONAL - NOT Included in 100% pack total)	1	1.52	1.52	-----	-----
BS52-7412	CRAYOLA TWISTABLES CRAYONS 165MM PACK 12	1	5.59	5.59	-----	-----
FC57-4802-04	FABER-CASTELL TEXTLINER ICE HIGHLIGHTER WALLET 4	1	4.48	4.48	-----	-----
FC16-115852	FABER-CASTELL CLASSIC PENCILS BOX 12 COLOURS	1	3.51	3.51	-----	-----
PNPHN12	PENTEL OIL PASTELS - CHILDRENS 12 COLS	1	2.60	2.60	-----	-----
PQ8244030	MAPED 244030 FLEX FLAT RULER 30CM (MUST BE GOOD QUALITY)	1	1.93	1.93	-----	-----
BF212377S	BOSTIK GLU STIK 35 GRAM - SINGLE	6	2.51	15.06	-----	-----
FC11-1221-HB-S	FABER-CASTELL GOLDFABER PENCIL HB - SINGLE	20	0.40	8.00	-----	-----
SDAP012974	PAPERMATE INKJOY 100 C 1.0 PEN RED - SINGLE	4	0.32	1.28	-----	-----
SDS30051	SHARPIE MARKER PERMANENT FINE POINT - 1.0 MM BLACK	2	2.20	4.40	-----	-----
JA0343960	CELCO ERASER MAXI	4	0.25	1.00	-----	-----
MRPRM800	MICADOR SHARPENER TRI CASE 2 HOLE METAL WITH CANISTER	2	1.42	2.84	-----	-----
JA0039930	CELCO MATHS SET 909 - 8 PIECE IN TIN	1	3.19	3.19	-----	-----
BX424062	BANTEX CLIPFOLDER PVC A4 BLUEBERRY	1	3.41	3.41	-----	-----
JHFT100/2	REGAL FACIAL TISSUES 2 PLY 100 SHEETS	2	1.37	2.74	-----	-----

**ITEMS RETAINED FROM PREVIOUS YEAR ( New Students Only to Purchase) - Not included in 100% Pack Total**

CUOTW82RD-40	DISPLAY BOOK - REFILLABLE - A4 40 POCKET RED	*	1	2.18	2.18	-----	-----
9781742462912	MACQUARIE POCKET DICTIONARY 4TH EDITION	*	1	38.95	38.95	-----	-----
9781118615232	JACARANDA PRIMARY ATLAS AUSTRALIAN CURRICULUM EDITION * (Jacaranda Primary Atlas 3rd Ed. from Yr 4 can be used)	*	1	36.95	36.95	-----	-----
9780647506103	GOOD NEWS BIBLE CATHOLIC HARD COVER GB053PA	*	1	36.95	36.95	-----	-----
JA0308480	JASTEK POCKET CALCULATOR PLASTIC 8 DIGIT	*	1	7.43	7.43	-----	-----
YRS-24B	YAMAHA DESCANT YRS-24B RECORDER	*	1	13.45	13.45	-----	-----

Items marked \* may be retained from previous year

Option A  100% Pack

**\$122.45**

Tick this option for the 100% pack.  
(Excludes items retained from previous years and optional extras.)

OR

Option B  Selected Items Only

\$ .

Tick this option for selected items only.  
Clearly mark your requirements and place your total here.

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1/70 Tingal Road, Wynnum Q 4178

Phone: 1300 PENCIL(736245)

Fax: 1300 WYNNUM(996686)

www.schoolandoffice.com.au

Please complete the following in as much detail as possible:

### STUDENT DETAILS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Contact Phone Number/s: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
(Required for backpack notifications)

### PREFERRED ORDERING OPTION (Please select)

- OPTION 1: Order and pay by 30 October 2015**  
Home delivery between 30 November 2015 – 6 December 2015
- OPTION 2: Order and pay by 4 December 2015**  
Home delivery between 4 January 2016 – 17 January 2016.

### DELIVERY DETAILS

**PLEASE NOTE:**

1. Deliveries can be made to ANY ADDRESS – home, work, neighbours, relatives, or PO Box.
2. You are NOT expected to be home to accept your delivery.
3. Your orders could be delivered AT ANY TIME during the specified delivery period (you cannot specify when you would like them delivered).
4. Deliveries are made by Australia Post (or by Courier if delivering to a business address), so you CANNOT BE CONTACTED by them to coordinate special delivery arrangements.

Delivery Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Delivery Instructions: \_\_\_\_\_  
(You can specify a safe place for the pack/s to be left if you will not be home, eg. leave in carport.)

### 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 )

PLUS other children at the School with orders:

Name: _____	Year Level in 2016: _____	\$ _____
Name: _____	Year Level in 2016: _____	\$ _____
Name: _____	Year Level in 2016: _____	\$ _____
Name: _____	Year Level in 2016: _____	\$ _____
Name: _____	Year Level in 2016: _____	\$ _____

A delivery fee of \$3.30 to be added to the total for *each student order* placed. \$ \_\_\_\_\_

A handling fee of \$15.00 to be added to the total for *each late student order* placed (excludes new enrolments). \$ \_\_\_\_\_

**FAMILY TOTAL** (including all other children for which there are orders listed above) **Total:** \$ \_\_\_\_\_

**Payment Method (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

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_