Our Lady of Lourdes School

Years 1 to 7
2013 School Supplies Orders

Please read the following carefully and ensure you keep this sheet, as it contains information regarding delivery dates for your order(s) and contact details for any future queries.

Orders due: Thursday 15 November 2012

DELIVERY PERIOD:
Monday 10 December - Sunday 16 December 2012

Ordering Options:

1. Online Ordering - Order your requirements online at www.schoolandoffice.com.au and pay using a secure payment facility. Refer next page for online ordering instructions.

2. Order Form - Complete an order form (available from Administration) and hand in to the School by the due date, with payment. Refer next page for order form ordering instructions.

Delivery
All packs are delivered. If you are not home at the time of delivery, and you have not given specific instructions on where to leave your order, it will be left at your front door. If you do not wish for your order to be left if you are not home, or there is a chance you will be away or changing address during the delivery period, you can nominate an alternative delivery address (work, neighbours, relatives, friends etc.). The delivery address cannot be changed after your order is submitted. Delivery is free provided the total value of orders for your family is over $50.00. If the order total is under $50.00, a single $5.50 delivery charge is payable.

Late Orders:
Online Ordering is Open All Year-Around, however late orders (placed after the due date above) are subject to a different delivery timeframe - a minimum of three weeks from date of order (excluding Christmas week).
A priority delivery service is given to new enrolments only.
Parents can purchase supplies by visiting our store in Wynnum (open 7 days), however shop pricing applies.

Changes/Cancellations/Queries:
Please choose carefully. Changes cannot be made to your order once submitted. Cancellations are only accepted if your child(ren) will no longer be attending the School. If you have any queries regarding your order, please direct them to School & Office Supplies – NOT to the School, via email bookpacks@schoolandoffice.com.au or via FREECALL 1300 PENCIL (736 245).
Completing the Printed Order Form (If not ordering online):
1. On the Order Form, enter the quantity of each item required in the “Required” column.
2. Enter the line total in the “Total” column by multiplying the quantity of the item you require by the price per item.
3. Calculate your order value at the bottom of the Order Form making sure your calculations are correct. Delays in processing will occur if order totals and payment are not correct.
4. If you require a copy of your order, transfer the information you recorded on the Order Form to the “Student Copy” and keep for your records. (Note: You will receive a student invoice with your order.)
5. Fill out all information in the Student Details and Payment Sections. Details of all other children (siblings) for which there are orders must appear on each order form. If there are orders for more than one child, keep them together – with payment details completed on the eldest child’s order form.
6. Detach the Order Form(s) and payment page and place in a sealed envelope and return to the School.

Online Ordering Instructions:
Note: All web orders will require payment by credit card at the checkout.

Go to www.schoolandoffice.com.au

Look for the bookpacks link (pictured). Clicking on the picture of the two girls will take you to bookpacks online.

Click on the BOOKPACK ORDERS button.

Enter the SCHOOL CODE for Our Lady of Lourdes School – OLL01 and click ENTER.

Select the STUDENT CLASS (2013 year level) for the bookpack you wish to order. Clicking on the down arrow will show you the available year level booklists.

Enter your student and delivery details. Then you can select FULL ORDER (if available) or scroll down to enter the desired quantities for each of the items listed and then click SUBMIT ORDER.

If you’d like to order more than one bookpack in the same transaction, select NEXT STUDENT and repeat the student class selection.

When you are ready to complete the transaction and move to the checkout, select SHOPPING CART, which will take you away from the bookpacks website (minor delays may be experienced), through to the secure, external payment gateway provided by the ANZ Bank. Select your credit card type (Visa, Mastercard or Amex) and enter your details (some verification information may be required).

Please DO NOT close the payment window or hit the BACK button in the payment gateway and take care to follow all instructions as they appear.

Please direct all bookpack queries to:
SCHOOL & OFFICE SUPPLIES (S.O.S)
1/70 Tingal Road • Wynnum • Qld • 4178
Ph: 1300 PENCIL (736 245) • Email: bookpacks@schoolandoffice.com.au