



2019 Student Booklist

LOTA STATE SCHOOL

Year
4

Orders due: **19 October 2018**

DELIVERIES: 3 December 2018 – 9 December 2018

BOOKLISTS:

This is the list of classroom requirements for your child for 2019. Please send all items in the book pack with your child **on the first day of school**. Please ensuring **all items are named** and that **books are preferably covered** (this helps to keep the books in good order throughout the whole year).

ORDERING OPTIONS:

Online Ordering - Order your requirements online at **www.schoolandoffice.com.au**. Click on the BOOKPACKS link (picture of two little girls) this will take you to our backpack ordering website. Click on the S.O.S. Booklists button and enter your school code below. Copies of the booklists can be downloaded prior to ordering. Payment will be expected at the checkout by MasterCard or Visa.



SCHOOL CODE: LOT01

Order Form - Complete your order form and hand it in to the school or to School and 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.

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 **\$9.95** is charged per family. Orders cannot be collected as they are packed off-site in a restricted access facility.



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
W: www.schoolandoffice.com.au

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, it also lists the items they expect your child to bring along with them at the commencement of the school year. If there are items on the booklist that your child already has and 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 2019.

Queries - If you have any queries regarding your order, please contact School & Office Supplies directly – NOT to the school. Our email is the best way, please email to **bookpacks@schoolandoffice.com.au**. Please be aware that the phones become very 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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LOTA STATE SCHOOL

2019 REQUIREMENTS - YEAR 4

STUDENT NAME _____
 ADDRESS _____
 PHONE _____

ORDER FORM

For gender colour purposes only

☐ Male ☐ Female

Item	Description	Quantity	Price	Extension	Required	Total
TEXT BOOKS						
9781877085475	QLD TARGETING HANDWRITING YEAR 4 WORKBOOK	1	15.95	15.95	_____	_____
9780190306168	MATHS PLUS AC ED VALUE PACK 4 (INCL. STUDENT & ASSESSMENT BOOK)	1	22.95	22.95	_____	_____
GENERAL REQUIREMENTS						
SP192814	OLYMPIC EXERCISE BOOK YEAR 3/4 RULED A4 96 PAGE	12	1.63	19.56	_____	_____
SP140971	TUDOR GRID BOOK 10MM SQUARES A4 48 PAGE	4	0.95	3.80	_____	_____
BX424010	BANTEX CLIPFOLDER PVC A4 BLACK	1	3.32	3.32	_____	_____
CZ325A-BLUE	COLBY 325A POLYWALLY A4 TRANSLUCENT DOCUMENT WALLET BLUE	4	2.20	8.80	_____	_____
SP141371	TUDOR DISPLAY BOOK - REFILLABLE - A4 20 POCKET BRIGHT ICE ASSORTED	2	1.65	3.30	_____	_____
QU83010	BELGRAVE CP12 - 12 COLOUR PENCILS	2	2.94	5.88	_____	_____
MRMSTHLPK6	MICADOR ECO HIGHLIGHTERS WALLET 6 ASSORTED COLOURS	1	4.74	4.74	_____	_____
FC11-1111-HB-S	FABER-CASTELL ECONOMY SCHOOL PENCIL HB - SINGLE	20	0.23	4.60	_____	_____
MRERM320	MICADOR ERASER #3020 LARGE PLASTIC IN SLEEVE	4	0.47	1.88	_____	_____
AME300W	OSMER WOODEN RULER 30CM UNPOLISHED	2	0.49	0.98	_____	_____
AMETARB34171	OSMER PENCIL CASE TARTAN LARGE 1 ZIP 340 X 170MM	1	2.28	2.28	_____	_____
BA51423	BIC GLUE STICK 36 GRAM	4	1.95	7.80	_____	_____
AMEOS204	OSMER SCISSORS 155MM BLUE HANDLE	2	1.80	3.60	_____	_____
AME1301	NIKKO 99-L FINEPOINT PEN BLACK 0.4MM	2	1.90	3.80	_____	_____
GNS20546	SOVEREIGN PLASTIC SHARPENER SINGLE HOLE	2	0.40	0.80	_____	_____
SHEL243S	SHARP EL243S 8 DIGIT BASIC CALCULATOR WITH TWIN POWER AND HARD COVER	1	9.39	9.39	_____	_____
MRPRT10	MICADOR PROTRACTOR 180 DEGREE CLEAR PLASTIC 10CM	1	0.27	0.27	_____	_____
AMEOS2111	OSMER WHITEBOARD MARKER FINE BLACK	4	1.50	6.00	_____	_____

THESE ITEMS CAN BE RETAINED FROM YEAR 3 (NOT Included in 100% Pack Total)

New students only to purchase, or if it needs replacing.

PX5104-GR	PREMIUM DRAW CORD BAG 40CM WIDE X 50CM LONG	*	1	7.02	7.02	_____	_____
	WATER-STOP TOUGHWEAR GREEN (Library Bag)						
MRMTEHS01	MCONNECTED MULTIMEDIA HEADPHONES BLACK (NOT Included in 100% Pack Total)	*	1	9.33	9.33	_____	_____
AMEMA5B	CLEAR MULTIPURPOSE POUCH MESH A5 WITH BLUE ZIP (NOT Included in 100% Pack Total) FOR HEADSET	*	1	2.50	2.50	_____	_____

ADDITIONAL REQUIREMENTS (NOT IN PACK - Delivered directly to school)

JHFT100/2	REGAL FACIAL TISSUES 2 PLY 100 SHEETS (NOT IN PACK - Delivered directly to school)	2	1.19	2.38	_____	_____
SP158150	AUSTRALIAN OFFICE PAPER WHITE A4 80GSM 500 SHEETS (NOT IN PACK - Delivered directly to school)	2	5.95	11.90	_____	_____
SP162192	AUSTRALIAN OFFICE PAPER WHITE A3 80GSM 500 SHEETS (NOT IN PACK - Delivered directly to school)	1	13.95	13.95	_____	_____

A \$9.95 Delivery Charge will be added PER FAMILY.

#BPDEL	BOOKPACK DELIVERY CHARGE	1	9.95	9.95	_____	_____
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Items marked * may be retained from previous year

Option A ☐ 100% Pack

\$157.93

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.

SCHOOL & OFFICE SUPPLIES

1/70 TINGAL ROAD, WYNNUM QLD 4178 Phone: 1300736245 Fax: 1300996686

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)

DELIVERY DETAILS

PLEASE NOTE:

1. You are **NOT** expected to be home to accept your delivery.
2. Your orders will be delivered **AT ANY TIME** during the specified delivery period (you cannot specify when you would like them delivered).
3. 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.
4. Deliveries can be made to **ANY ADDRESS** – home, work, neighbours, relatives, or PO Box.

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 2019: _____	\$ _____
Name: _____	Year Level in 2019: _____	\$ _____
Name: _____	Year Level in 2019: _____	\$ _____
Name: _____	Year Level in 2019: _____	\$ _____
Name: _____	Year Level in 2019: _____	\$ _____

A delivery fee of \$9.95 to be added PER FAMILY. \$ _____

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: _____