

# SYMONS EDUCATIONAL SUPPLIES

Saint Stephens College Booklist Ordering Instructions for BTS 2012.

Years P – 12 will need to be ordered on-line.

## On-line Ordering

- ❖ Place your order from **10<sup>th</sup> October to 11<sup>th</sup> November 2011** and pay by Visa/Mastercard/American Express and your order will be processed and **will be at the school for pick up on Thursday 19<sup>th</sup> January 2012.**
- ❖ To use the internet ordering system, go to the **www.symonsed.com.au** and follow the links. Enter your College logon code **SAI01** (SAIzero1) and follow the prompts. Should any parent not have on-line access please contact Symons on 07 5531 3633 or by email [info@symonsed.com.au](mailto:info@symonsed.com.au) for alternative arrangements.
- ❖ The prices shown on the booklist are for Saint Stephens College on-line orders only. Any purchases made directly through Symons (at 127 Olympic Circuit, Southport) will be charged full retail price.

## STEP BY STEP ORDERING INSTRUCTIONS

- ❖ Click on *School Orders* button.
- ❖ Enter your College logon code **SAI01**.
- ❖ Fill in the details of your Child's name, **RESIDENTIAL** address (**No PO BOX**) and **DAYTIME** contact details.
- ❖ Select your Year level and click the *Save Details* button.
- ❖ Please ensure that you read the *Order Documentation*.
- ❖ Should you require a full pack, just click the *Full Order* button. If a full pack is not required, just tab to the qty column and key in the **number** required.
- ❖ Click on *Save Details*.
- ❖ Should you have additional students, click on *Next Student*, if not click on *Pay Now*.
- ❖ Click on the *Pay Now* – this will take you through to a secure payment area with ANZ bank.
- ❖ Click on the type of credit card you wish to pay with (eg. Visa, Mastercard or American Express)
- ❖ Fill in your credit card details and click on the *Enter Payment* button.
- ❖ Once your credit card payment has been approved, you will receive an Order Confirmation on screen. A 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 Order Reference Number, please contact Symons Educational Supplies on 07 5531 3633.

**REMEMBER TO PLACE YOUR ORDER BY FRIDAY 11<sup>th</sup> NOVEMBER 2011**

To place orders after 11<sup>TH</sup> November 2011 please contact the uniform bookshop.



**SYMONS EDUCATIONAL SUPPLIES**

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