



Saint Stephen's College

Saint Stephen's College Limited ABN 31 071 134 024 CRICOS Provider 01938G

PREP BOOKLIST 2019

Please find attached your child's requirements for 2019.

ORDERING

There are two options for ordering stationery.

OPTION 1

Order directly online with credit card payment through Symons Educational Supplies. Please see attached online ordering instructions.

OPTION 2

Submit completed Book List and payment to the Uniform Bookshop.

Online ordering will commence on **15 October 2018** and every student must order online or return a Book List to the Uniform Bookshop with payment by **23 November 2018** for processing and packing requirements.

It is a requirement for all students to order the Compulsory Items on the Book List. Any other stationery is a suggested requirement (unless otherwise stated) and can be purchased via the Book List or independently.

No stationery items will be available for purchase from the Uniform Bookshop until after **11 February 2019** (with exception to new students)

****There will be no returns or refunds of any items purchased on the Book Lists, so please order carefully****

**BOOK COLLECTION DAY
Friday 25 January 2019
8.30am – 10.30am
CLASSROOM**

If you have any queries, please contact Wendy on 55738640, fax 55738623 or via email wmacculagh@ssc.qld.edu.au

SYMONS EDUCATIONAL SUPPLIES

Saint Stephens College Book List Ordering Instructions for BTS 2019.

Years P – 12 will need to be ordered online.

ONLINE ORDERING:

- ❖ Place your order from **15 October To 23 November 2018** for the **JUNIOR SCHOOL** and also **22 October to 23 November** for the **SENIOR SCHOOL**. Pay by Visa/Mastercard/American Express. Your order will be processed and **will be at the school for pick up on Friday 25 January 2019**.
- ❖ 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 Online access please contact Symons on 07 5531 3633 or by email info@symonsed.com.au for alternative arrangements.
- ❖ The prices shown on the book List are for Saint Stephens College online orders only. Any purchases made directly through Symons (at 127 Olympic Circuit, Southport) will be charged **full retail price**.

PLEASE ORDER CAREFULLY AS SYMONS DO NOT ACCEPT RETURNS FOR INCORRECT ORDERING

STEP BY STEP ORDERING INSTRUCTIONS:

- ❖ Logon code **SAI01**
- ❖ Enter Child's full name.
- ❖ Enter Residential Address (Office use only)
- ❖ Enter a **DAY TIME** contact number (In case our processing department have any queries)
- ❖ Select your **2019** Year level ONLY; click **Save Details** to transfer to the booklist screen.
- ❖ **NOTE:** There is a standard qty column guide - please key the **QTY ONLY** you need for each line entry.
- ❖ Once satisfied with your selection click **Save Details**.
- ❖ Should you have additional students, click on **Next Student**, IF NOT click **Pay Now**. (**IMPORTANT NOTE:** If you have more than one student and do not want to process them at the same time you **MUST CLEAR YOUR BROWSER HISTORY** before starting the next student.)
- ❖ Click **Pay Now** to finalise the order and proceed to our **secure payment screen**.
- ❖ Click the type of **Credit/Debit card** you wish to pay with (EG: Visa, MasterCard or American Express)
- ❖ Fill in the **Credit/Debit card** details; click **Enter Payment**.
- ❖ An **Order reference number** will pop straight up on screen; a copy of the student's booklist order will be sent to the email address you included at the start.
- ❖ Please retain your **ORDER REFERENCE NUMBER** for any queries you may have.

- ❖ **VERY IMPORTANT:** Should you NOT RECEIVE a confirmation or see an Order Reference Number pop straight up, please contact Symons Educational Supplies by email info@symonsed.com.au, **as your order has not been received**.

**SAINT STEPHEN'S COLLEGE
PREP - BOOKLIST 2019**

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
COMPULSORY ITEMS						
A01	LITERACY AND NUMERACY RESOURCE PACK (Issued in class) (school supplies)	1	25.00	25.00	1	25.00
A02	MUSIC WRITING BOOK 1 - STUDENT	1	6.50	6.50	1	6.50
A03	CHAIR BAGS (Issued in class, specific school colours) (school supplies)	1	8.50	8.50	1	8.50
A04	ADHESIVES (Issued in Class) (School Supplies)	1	18.00	18.00	1	18.00
A05	ART CARRY SLEEVE A2 PP (Issued in Class)	1	9.36	9.36	1	9.36
A06	SCRAPBOOK LEVY (Issued in Class)	1	15.00	15.00	1	15.00
A07	TISSUE BOX LGE (Supplied by College)	1	2.00	2.00	1	2.00
A08	PROCESSING AND PACKAGING FEE	1	4.50	4.50	1	4.50
BOOKS/ EQUIPMENT REQUIRED FOR THIS YEAR LEVEL						
B01	EXERCISE BOOK A4 25MM RULED	2	0.84	1.68
B02	BOTANY BOOK A4 18MM RULED 64PG	2	1.38	2.76
B03	SCRAPBOOK MINISAURUS	2	1.57	3.14
B04	SKETCH BOOK A3 QUILL 30LF	2	5.12	10.24
B05	DISPLAY BOOK A4 20PCKT (ASST)	3	1.24	3.72
B06	DOCUMENT WALLET POLYWALLY (ASST)	3	1.22	3.66
B07	PENCIL HB JUNIOR TRIANGLE NO DOTS	20	0.49	9.80
B08	PENCILS COLOURED TRI JNR PKT10 NO DOTS FABER	5	4.54	22.70
B09	CRAYONS MICADOR TWISTAZ 12	5	7.25	36.25
B10	MARKER CRAYOLA WASHABLE 10 CLASSIC COL	1	6.15	6.15
B11	WHITEBOARD FABER D/SIDED + 1 MARKER	1	7.33	7.33
B12	MARKER WHITEBOARD EXPO BULLET ASST.	4	1.66	6.64
B13	HEADSET SHINTARO KIDS SAFE 85DB MAX BLACK OR WHITE (or any non-bud earphones of your choice)	1	13.88	13.88
B14	SCISSORS 130MM (RED) OR	3	1.73	5.19
B15	SCISSORS 130MM LEFT HANDED GREEN	0	1.73	0.00
B16	HOMEWORK/LIBRARY BAG SSC	1	11.00	11.00
B17	ERASER MAPED SOFTY PKT 2	1	1.99	1.99
B18	PENCIL SHARPENER WAVE DOUBLE	2	1.22	2.44
B19	ART SMOCK (SSC Supplied)	1	12.00	12.00

Tick here for the 100% pack.
Includes all of the list required for your year.

100% Pack **\$249.43**

Parents Signature:

