



## Saint Stephen's College

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

# YEAR 2 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](mailto:wmacculagh@ssc.qld.edu.au)

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## 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](http://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](mailto: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](mailto:info@symonsed.com.au), **as your order has not been received**.

**SAINT STEPHEN'S COLLEGE  
YEAR 2 - 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
<b>COMPULSORY ITEMS</b>						
A01	LITERACY AND NUMERACY RESOURCE PACK ( Issued in class) (school supplies)	1	25.00	25.00	1	25.00
A02	MUSIC WRITING BOOK 3 - STUDENT	1	6.50	6.50	1	6.50
A03	TARGETING HANDWRITING 2 (QLD)	1	15.95	15.95	1	15.95
A04	DIARY STUDENT A5 W/O	1	1.87	1.87	1	1.87
A05	BOOK BOX (issued in class)	1	7.50	7.50	1	7.50
A06	TISSUES 200SHT 2 PLY (Issued in class)	1	2.30	2.30	1	2.30
A07	PROCESSING AND PACKAGING FEE	1	4.50	4.50	1	4.50
<b>BOOKS / EQUIPMENT REQUIRED FOR THIS YEAR LEVEL</b>						
B01	EXERCISE BOOK A4 YEAR 2 (PROTEXT)	9	1.26	11.34	.....	.....
B02	GRID BOOK 10MM GNS	2	0.49	0.98	.....	.....
B03	PLAYBOOK 32LF 10MM	10	2.86	28.60	.....	.....
B04	SKETCH BOOK A3 QUILL 30LF	2	5.12	10.24	.....	.....
B05	DOCUMENT WALLET POLYWALLY (ASST)	2	1.22	2.44	.....	.....
B06	HOMEWORK/LIBRARY BAG SSC (If not purchased prior)	1	11.00	11.00	.....	.....
B07	PENCIL CASE (SSC brand is optional) (If not purchased prior)	1	9.00	9.00	.....	.....
B08	H/PHONES SHINTARO W/MICRO 102 (Or any non-bud earphones of your choice)	1	10.04	10.04	.....	.....
B09	PENCIL HB JUNIOR TRIANGLE NO DOTS	20	0.49	9.80	.....	.....
B10	MARKER TEXTA BULLET LGE 10	2	5.88	11.76	.....	.....
B11	CRAYONS MICADOR TWISTAZ 12 (CRM700)	2	7.25	14.50	.....	.....
B12	PENCILS COLOURED TRIGRIP 12 FABER	2	2.62	5.24	.....	.....
B13	GLUESTICK PRITT 40GMS	10	3.49	34.90	.....	.....
B14	PENCIL SHARPENER WAVE DOUBLE	2	1.22	2.44	.....	.....
B15	SCISSORS 130MM (RED)	1	1.73	1.73	.....	.....
B16	RULER 30CM WOODEN	1	0.44	0.44	.....	.....
B17	ERASER MAPED SOFTY PKT 2	2	1.99	3.98	.....	.....

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



**100% Pack**

**\$232.05**

Parents Signature: \_\_\_\_\_

**CHECKING YOUR ORDER:**

- ❖ PLEASE CHECK YOUR ORDERS AS SOON AS YOU RECEIVE THEM. YOU HAVE **FOURTEEN (14) DAYS** WITHIN WHICH TO REPORT ANY DAMAGED, MISSING OR INCORRECT ITEMS.
- ❖ ANY ITEM THAT WAS UNAVAILABLE AT THE TIME OF PACKING WILL BE BACKORDERED. A NOTE WILL BE ATTACHED TO YOUR RECEIPT. THESE ITEMS WILL BE DELIVERED TO THE SCHOOL FOR YOUR STUDENTS COLLECTION.

**CHANGES/QUERIES TO ORDER:**

- ❖ If you require additional items **prior to the closing date (23 November 2018)** please contact Symons Educational Supplies via email to [info@symonsed.com.au](mailto:info@symonsed.com.au).

**RETURNING GOODS:**

- ❖ Faulty goods ordered will be fully refunded or replaced if returned to Symons Showroom at 127 Olympic Circuit Southport with proof of purchase. Unfortunately there is no refund/exchange on items incorrectly ordered.

**REMEMBER TO PLACE YOUR ORDER BY:**  
**FRIDAY 23 NOVEMBER 2018**

To place orders after 23 November 2018 please contact the Uniform Bookshop.

## Saint Stephen's College

### Uniform/Bookshop Credit Card Authority

*Please complete the following details, sign and return.*

Student's Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Card Type:    MasterCard                         Visa  

Name on Card: \_\_\_\_\_

Card Number:


Expiry Date:


Amount   \$

:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Please re-check your card number and expiry date.