



## Saint Stephen's College

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

# YEAR 4 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** 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 4 - 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  | DIARY STUDENT A5 W/O   | 1        | 1.87  | 1.87      | 1        | 1.87  |
| A02  | THINK MENTALS 4 (9781741353396)  | 1        | 14.95 | 14.95     | 1        | 14.95 |
| A03  | MY MINI MUSIC BOOK 4 (NON-RECORDER)  | 1        | 10.50 | 10.50     | 1        | 10.50 |
| A04  | CEV COMPACT YOUTH BIBLE (9780564098156)                                      | 1        | 14.99 | 14.99     | 1        | 14.99 |
| A05  | TISSUES 200SHT 2 PLY (Issued in class)                                       | 1        | 2.30  | 2.30      | 1        | 2.30  |
| A06  | 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 3/4 W/M PROTEXT 48PG  | 10       | 1.26  | 12.60     | .....    | ..... |
| B02  | GRID BOOK A4 10MM 96PG   | 2        | 1.82  | 3.64      | .....    | ..... |
| B03  | SKETCH BOOK A3 QUILL 30LF  | 1        | 5.12  | 5.12      | .....    | ..... |
| B04  | CLIP FOLDER A4   | 1        | 3.82  | 3.82      | .....    | ..... |
| B05  | DOCUMENT WALLET POLYWALLY (ASST)   | 3        | 1.22  | 3.66      | .....    | ..... |
| 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  | HEADPHONES VERBATIM VOLUME CONTROL (or any non-bud earphones of your choice) | 1        | 14.24 | 14.24     | .....    | ..... |
| B09  | PENCIL HB TRADITION  | 30       | 0.54  | 16.20     | .....    | ..... |
| B10  | PEN PILOT FRIXION BLFR7 (RED)  | 2        | 3.14  | 6.28      | .....    | ..... |
| B11  | PEN PILOT FRIXION BLFR7 GREEN  | 2        | 3.14  | 6.28      | .....    | ..... |
| B12  | MARKER CONNECTOR PKT 10  | 1        | 4.54  | 4.54      | .....    | ..... |
| B13  | WHITEBOARD/ERASER/MARKERS (X2) (SSC Supplied)                                | 1        | 11.50 | 11.50     | .....    | ..... |
| B14  | PENCIL COLOUR TRI GRIP FABER PKT 24  | 1        | 5.23  | 5.23      | .....    | ..... |
| B15  | MARKER ARTLINE 210 0.6 (BLK)   | 1        | 2.38  | 2.38      | .....    | ..... |
| B16  | HIGHLIGHTER ICE PKT 4  | 1        | 4.54  | 4.54      | .....    | ..... |
| B17  | OIL PASTELS S25  | 1        | 9.41  | 9.41      | .....    | ..... |
| B18  | GLUESTICK PRITT 40GMS  | 8        | 3.49  | 27.92     | .....    | ..... |
| B19  | PENCIL SHARPENER 3701 GALACTIC   | 2        | 4.43  | 8.86      | .....    | ..... |
| B20  | SCISSORS 155MM RED (SHEFFIELD)   | 1        | 1.31  | 1.31      | .....    | ..... |
| B21  | RULER MAPED 244030 30CM (METRIC ONLY)  | 2        | 1.92  | 3.84      | .....    | ..... |
| B22  | ERASER 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** **\$224.46**

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.

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**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:**

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**Expiry Date:**

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|  |  |  |  |
|--|--|--|--|

**Amount \$**

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**Signature:**

\_\_\_\_\_

**Please re-check your card number and expiry date.**