



## Saint Stephen's College

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

# JNR INT 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  
JNR INT ENGLISH - 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>BOOKS/EQUIPMENT</b>						
A01	PROCESSING AND PACKAGING FEE	1	4.00	4.00	1	4.00
A02	DISPLAY BOOK A4 20 PCKT (RED)	2	1.24	2.48	.....	.....
A03	DOCUMENT WALLET PP F/C ASST - OSMER	1	1.22	1.22	.....	.....
A04	EXERCISE BOOK A4 128PG OLYMPIC	5	1.83	9.15	.....	.....
A05	EXERCISE BOOK 96PG OLYMPIC	4	0.98	3.92	.....	.....
A06	PLAYBOOK 32LF 10MM (OLYMPIC)	3	2.86	8.58	.....	.....
A07	PENCILS COLOURED TRIGRIP 12	1	2.62	2.62	.....	.....
A08	MARKER CONNECTOR PKT 10	1	4.54	4.54	.....	.....
A09	PEN BIC CRISTAL MED (BLUE)	2	0.38	0.76	.....	.....
A10	PEN BIC CRISTAL MED (RED)	2	0.38	0.76	.....	.....
A11	PEN BIC CRISTAL MED (BLACK)	2	0.38	0.76	.....	.....
A12	PENCIL HB TRADITION	6	0.54	3.24	.....	.....
A13	GLUESTICK BOSTIK 35GMS	6	2.95	17.70	.....	.....
A14	PENCIL SHARPENER S/HOLE SHAKER (Maped)	1	0.59	0.59	.....	.....
A15	HIGHLIGHTER ICE (ASST)	1	1.03	1.03	.....	.....
A16	SCISSORS 155MM RED (SHEFFIELD)	1	1.31	1.31	.....	.....
A17	RULER MAPED 244030 30CM (METRIC ONLY)	1	1.92	1.92	.....	.....
A18	ERASER MAPED SOFTY PKT 2	2	1.99	3.98	.....	.....

**REQUIREMENTS**

EACH STUDENT MUST SUPPLY A NATIVE LANGUAGE TO ENGLISH  
DICTIONARY AND HEADPHONES FOR THEIR OWN USE

**PLEASE NOTE:**

THERE WILL BE ADDITIONAL CHARGES OF APPROXIMATELY \$100 -  
\$200 FOR GRAMMAR WORKBOOKS NEEDED THROUGHOUT THE  
YEAR.

THESE WILL BE CHARGED TO THE STUDENTS UNIFORM SHOP  
ACCOUNT AS NEEDED.

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

**100% Pack**

**\$68.56**

Parents Signature: .....

