



Saint Stephen's College

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

SNR INT BOOKLIST 2019

Please find attached your child's requirements for 2019.

ORDERING:

There are two types of options for ordering stationery.

OPTION 1

Order directly online with credit card payment through Symons Educational Supplies for all Books & Equipments. Please see attached online ordering instructions.

OPTION 2

Submit completed Book List with payment to the Uniform Bookshop.

Online ordering will commence on **22 October 2018** and every student must order online or return a Book List to the Uniform Shop with payment by **23 November 2018** for processing and packing requirements.

No stationery items will be available for purchase from the Uniform Book Shop 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

8:00am - 3:00pm

Collection Point - Connection Classrooms C1 & C2

If you have any queries, please contact Wendy on 07 55738640, fax 07 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
SNR 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
BOOKS / EQUIPMENT						
A01	PROCESSING AND PACKAGING FEE	1	4.50	4.50	1	4.50
A02	PENCIL CASE XL SSC	1	15.20	15.20
A03	DISPLAY BOOK A4 20 PKCT (RED)	6	1.24	7.44
A04	EXERCISE BOOK A4 128PG OLYMPIC	8	1.83	14.64
A05	EXERCISE BOOK 96PG OLYMPIC	5	0.98	4.90
A06	PAD EXAM 100LF A4 RULED & MARGIN	1	2.32	2.32
A07	PEN FRIXON PILOT GREEN	2	3.14	6.28
A08	PEN FRIXON PILOT PINK	2	3.14	6.28
A09	PEN FRIXON PILOT BLUE	2	3.14	6.28
A10	PENCIL GRIPMATIC 0.7 + LEADS	2	2.74	5.48
A11	GLUESTICK BOSTIK 35GMS	6	2.95	17.70
A12	PENCIL SHARPENER S/HOLE SHAKER (Maped)	1	0.59	0.59
A13	HIGHLIGHTER ICE (ASST)	2	1.03	2.06
A14	SCISSORS 155MM RED (SHEFFIELD)	1	1.31	1.31
A15	RULER MAPED 244030 30CM (METRIC ONLY)	1	1.92	1.92
A16	ERASER MAPED SOFTY PKT 2	1	1.99	1.99

REQUIREMENTS

EACH STUDENT MUST SUPPLY A NATIVE LANGUAGE TO ENGLISH
DICTIONARY AND HEADPHONES/EARPHONES 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

\$98.89

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.

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:

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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.