2016 STATIONERY PACK ORDER FORM – Prep

This Stationery Pack has the required materials selected by teachers for the 2016 school year. Parents can opt to purchase the entire pack or just select individual items. Back2School, local Sunshine Coast business and member of the WorknLearn group, has been chosen as the supplier as their pricing and service are extremely competitive. Choosing to purchase through this company supports the College as a percentage of the sales is generously donated back to the school for the benefit of our students. The preferred option is to use the online ordering system, but parents may also place hard copy orders.

ORDERING, PAYMENT & DELIVERY INFORMATION

1. Directions for Online Orders
   a. Go to www.back2school.net.au
   b. Click on “Bookpacks” on the left hand side of the home page
   c. Select the school from the list – i.e. Suncoast Christian College
   d. Select the year level
   e. Enter the School Code: SCC-10
   f. Enter your child’s full name & sex then proceed to either order the full pack or select individual items from the drop down list.
   g. During the ordering process you will be required to create an account. All customers will be a “New Customer” so please register first with your details which are used to process and track the orders.
   h. On completion of your product selection and account set up, the order will be finalised with the entry of payment & delivery details.
   i. For families with more than one child – N.B PLEASE SUBMIT ONE ORDER AT A TIME On submission of your first order, return to home page and repeat the process for the next child. This is necessary to make sure the bookpack ordered for each child is separate and the products are not mixed.
   j. N.B – Confirmation of each order you make will be emailed to you.
   k. N.B. Credit Card Statement Reference will be: Escuela Solutions Pty Ltd

2. Directions for hard copy orders – please download the PDF form from the College website and return it to Primary or Secondary Reception for collection BY THURSDAY 26 NOVEMBER. After this date, please contact the WorknLearn team at 53 Enterprise Street Kunda Park, Ph 5476 6002. To select individual items please place the number of items you require in the “Required” column. Please choose carefully as items are only refunded if there is a manufacturer’s fault. Please do not just tick the items required. Please indicate method of payment. Payment can be made by Credit Card, Cheque or Cash. Please note if paying by cash the correct money is required as no change can be given.

3. Delivery and pick-up options – please indicate whether you want home delivery or store pick up when placing your order. Delivery can be made to either a home or business address and is charged at $6.95 per child or a maximum of $13.90 for 2 or more children. Alternatively, parents may collect the pack from the Kunda Park Store. For orders placed by 27th November, Round 1 delivery or collection of packs will be between December 14th and 24th. For orders placed by 8th January, Round 2 delivery or collection of packs will be between January 11th and 22nd. If you are not home to receive the delivery a card will be left for you to organise collection, unless you have given prior authority to leave the pack in your absence.

4. When your stationery pack is received, please check that all items have been included. If any items are missing you have 5 days from receiving the pack to contact WorknLearn on 5476 6002 to correct the issue.
STUDENT NAME

MALE / FEMALE (please circle)

PARENTS NAMES :

PH:

Address :

Post Code

Email :

Please tick if you require the complete pack $ 27.87

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Cost/Item</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Text Books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sounds Right Read Write Beginner</td>
<td>1</td>
<td>$15.99</td>
<td>$15.99</td>
</tr>
<tr>
<td>Required Stationery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scrap Book &quot;Aus Animals&quot; 335x245mm 64 pg</td>
<td>4</td>
<td>$1.52</td>
<td>$6.08</td>
</tr>
<tr>
<td>Scrap Book &quot;Minisaurus&quot; 165x245mm 64 pg 90gsm</td>
<td>3</td>
<td>$1.10</td>
<td>$3.30</td>
</tr>
<tr>
<td>Display Book A4 20 Pocket Clear Cover Black Refillable Not on Master</td>
<td>2</td>
<td>$1.25</td>
<td>$2.50</td>
</tr>
<tr>
<td>Handling Fee</td>
<td>1</td>
<td>$3.30</td>
<td>$3.30</td>
</tr>
</tbody>
</table>

TOTAL COST $27.87

PLEASE NOTE: Textbooks are to be covered in clear contact. All other books should be covered in a non-clear contact or suitable substitute. Names and subject are to be placed in the top right hand corner.
2016 STATIONERY PACK ORDER FORM

PAYMENT METHOD

Total Stationery Pack Amount (Including Packing Fee): $

Delivery: $6.95 – 1 child ☐ $13.90 – 2+ children (only indicate on 1 form) ☐ Collection ☐

Other Children and Year Levels that this delivery will include:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Credit Card: ☐ (details below) Cash enclosed: ☐ (NB Cheques not accepted)

CREDIT CARD DETAILS

Card Holder Name ___________________________ Signature ___________________________

Card Number: ____________ ____________ ____________ ____________ ____________

Expiry Date: __/___ CCV: (3 digit number on the back of the card) ____________

TOTAL COST: $ ________________

A receipt/paid invoice will be returned to you with your Book & Stationery Pack.

DELIVERY DETAILS

Please indicate the Round for delivery or collection.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Orders received by November 28</td>
<td>Home Delivery orders received by January 8</td>
</tr>
<tr>
<td>HOME or BUSINESS DELIVERY</td>
<td></td>
</tr>
<tr>
<td>PICK UP FROM WORKNLEARN</td>
<td></td>
</tr>
</tbody>
</table>

Delivery Address (This can be a Home or Business of your choice but it MUST be a street address)

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

If you are not home to receive the delivery a card will be left for you to organise collection

AUTHORITY TO LEAVE ☐ Yes ☐ No ☐

If you are not home to accept delivery and you would like your packs to be left, the Courier will leave the box if you indicate your consent by ticking the box above.

Instructions if not at home for delivery (e.g. front door side door – please ensure access for courier and consider wet weather.)