



ROCHEDALE STATE SCHOOL

PREP YEAR REQUIREMENTS 2024

This is a list of the basic requirements needed by your child to begin the new school year. This list has been carefully prepared by the teachers with specific items listed. By obtaining your book pack requirement through our supplier Olympia Office Products you will obtain exactly the correct items required (saving you time and money).

You may place your order in any of the following ways.

By Website:

You can order on your school website at www.rochedalss.eq.edu.au and click on the booklist link, follow the prompts and place your order.

Or

Go to www.olympiaschoolsupplies.com.au. Click on the "Order Your Booklist" banner at the top of the front page and type in the access for your school which is **RSS84** and then follow the prompts to place your order.

By Post or in Person: Olympia Office Products, Unit 1, 32 Annie Street, Coopers Plains 4108. Office Hours are Monday to Friday 8.30am to 4.45pm (payment form on back page)

By Fax or Email: Fax (07) 3275 1120 or email at sales@olympiaonline.com.au.

Payment Options:

Manual School Orders, Post/Fax Orders – Payments can be made by Visa, Mastercard or Money order. Payment details are to be completed on the back of this form. Money orders are to be made payable to Olympia Office Products.

On Line Orders – Payments can be made by Visa, Mastercard or ZIP Pay.

Orders placed in Person at Olympia Office Products – Layby Option, Visa, Mastercard, Money Order or Cash.

Special Lay-By Option:

Fill in your booklist form and bring into our office at Coopers Plains by 14 December 2023 and pay a \$20.00 (Non-Refundable) deposit for each pack submitted. Your book pack will be picked, packed and ready for you to collect and pay the balance at our office from the week commencing 8 January 2024. **This option is not available online.**

ALL ORDERS ARE TO BE SUBMITTED BY 14 DECEMBER 2023

Late Orders:

There are no additional fees for late orders, however, orders placed after the required submission date will not be picked and packed until after all orders that have been placed on time have been completed. This can take 3 weeks (excluding Christmas closure) for late orders. By placing your order on time, you will be ensured that your child starts the new school year with all of their required products.

**OLYMPIA
OFFICE PRODUCTS**

www.olympiaschoolsupplies.com.au

Olympia Office Products, Unit 1, 32 Annie Street, Coopers Plains, Qld 4103 Ph: (07) 3275 1122, Fax: (07) 3275 1120,
E-mail: sales@olympiaonline.com.au Web: www.olympiaschoolsupplies.com.au

**Office Hours: Monday to Friday 8.30am – 4.45pm. Christmas Office Closures: 22 December 2023 to 2 January 2024
Orders may still be placed online over this period and will be actioned upon return.**

Home Delivery: has been subsidised by Olympia Office Products and is available at a small cost of **\$10.95 per DELIVERY ADDRESS** per school (regardless of the number of packs delivered). Please ensure all your family orders are placed TOGETHER, otherwise you will be charged for each pack. We DO NOT phone prior to delivery. If you are not home your order will be left in a safe dry place. Alternatively, you may choose to have your order delivered to a work or family/friend's address.

Pick Up – Olympia Office Products (No delivery fee) When your order is ready you will receive an email, text or phone call from Olympia Office Products to advise you that your order is ready. Pick up is available from Olympia Office Products, Unit 1, 32 Annie Street, Coopers Plains from Monday to Friday between 8.30am and 4.45pm once you have been advised that your order is ready for collection. This is a great option if you are going away on holidays over the Christmas period.

Pick Up is NOT AVAILABLE from **Rochedale State School**

Returns and Refunds:

Refunds or exchanges will be made on goods deemed faulty from the manufacturer. Please choose carefully. All orders are Firm Sale. Once orders are submitted and paid, no cancellations or changes can be made.

Business Office Hours:

Business Office Hours are Monday to Friday from 8.30am to 4.45pm. Christmas Closures from 22 December 2023 to 2 January 2024. Orders may still be placed online over this period and will be actioned upon return. Deliveries are still made over this period.

“EARLY BIRD ORDERS”

PLACE YOUR BOOK PACK ORDER BY 20 NOVEMBER 2023

AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE

**SUBMIT YOUR ORDER BY 20 NOVEMBER 2023
TO GO IN THE DRAW**

WINNING STUDENT WILL HAVE THEIR BOOK PACK VALUE
REFUNDED

(Winner will be drawn and notified on Wednesday 22 November 2023)

ORDER FORM

(Detach & Return this side)

ROCHEDALE STATE SCHOOL

STUDENT NAME _____ Boy Girl
(Please Tick One)

STREET _____ **TELEPHONE** _____

SUBURB/TOWN _____ **POSTCODE** _____

PREP BOOK LIST 2024

DESCRIPTION	Quantity Required	PRICE EACH	Quantity Ordered	TOTAL PRICE
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WORKBOOKS

Handwriting Conventions Student Book Prep	1	\$ 15.95		
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STATIONERY

Rochedale State School Library Bag	1	\$ 12.00		
A3 Fixed Pocket Display Book Black	1	\$ 7.85		
Scrap Book Writer Best Buddies Mega 64 Page 100gsm	3	\$ 2.20		
Scrap Book Writer Best Buddies Mini 64 Page 100gsm	1	\$ 1.60		
Exercise Book – A4 25mm Ruled 48 Page	1	\$ 1.10		
Story Book Writer 330 x240mm Half Plain/24mm Ruled (Drill)	2	\$ 2.65		
Document Wallet – Marbig Polypick F/C Velcro Fastener - Clear	2	\$ 1.75		
Scissors – Osmer 130mm Comfort Grip	2	\$ 2.40		
Crayons – Crayola Twistable 12's	2	\$ 5.65		
Markers – Staedtler Noris Club Triangular Jumbo – (Pack 12)	2	\$ 10.80		
Coloured Pencils – Osmer Jumbo Triangular (Pack 12)	1	\$ 5.50		
Oil Pastels – Micador 12's	1	\$ 2.40		
Celco Pencil Case 350 x 180mm 2 Zip Name	1	\$ 4.95		
Pencils – 2B Staedtler Jumbo Triangular	6	\$ 1.20		
Whiteboard Marker – Staedtler Compact – Assorted Pack 4	1	\$ 9.65		
Sharpie Fine Point Permanent Black Marker	2	\$ 2.20		
Glue Stick – Bostik Blu Stick 35gm	8	\$ 3.40		
PVA Glue – 250ml	1	\$ 5.35		
Headphones – Little Sun LS-H-6 with Microphone	1	\$ 16.40		
Drawstring Bag 25cm x 34cm Assorted Colours (For Headphones)	1	\$ 4.95		
A3 Cover Paper Assorted (Pack 25) (Delivered to class in bulk)	1	\$ 3.25		
A4 White Cardboard (Pack 30) (Delivered to class in bulk)	1	\$ 4.95		
A4 Coloured Cardboard (Pack 30) (Delivered to class in bulk)	1	\$ 4.95		
A4 Cover Paper Assorted (Pack 30) (Delivered to class in bulk)	1	\$ 1.95		
Copy Paper A4 White 80gsm (Ream) (Delivered to school in bulk)	1	\$ 7.50		
Tissues Facial Eclipse 2 Ply 180's – (Delivered to school in bulk)	2	\$ 1.95		

Order Total \$

Tick Box if you require all recommended quantities.
Total Cost \$ 206.10

DO NOT NAME INDIVIDUAL ITEMS

Please Note: Tissues and Photocopy Paper will be delivered direct to the school.

ALL STATIONERY AND EQUIPMENT IS REQUIRED TO BE AT SCHOOL ON THE FIRST DAY

Please Tick

Home Deliver

Please Tick

Olympia Office Pick Up

Please Tick

Special Lay-By Option

METHOD OF PAYMENT

TICK Money Order enclosed TICK Credit Card (Please complete next section)
..... Zip Pay (Online Only) Cash (Only at Olympia Office Products Office)
(Please make all Money Orders payable to "Olympia Office Products")

HOME DELIVERY

Delivery Address (if different from home address)

Any special delivery instructions:

.....(eg. Place to leave order/s if not home, dog on premises etc)

TOTAL OF THIS ORDER:-.....

NAMES OF ANY OTHER ORDERS PLACED:-

.....	Year	Total-.....
.....	Year	Total-.....
.....	Year	Total-.....

Please staple all of your orders together for ease of processing

THERE IS A \$10.95 CHARGE PER DELIVERY ADDRESS ...10.95..

OVERALL TOTAL **\$.....-.....**

CREDIT CARD ORDER

Name of cardholder.....

Address.....Telephone (.....)

Suburb/Town.....Post Code

Email

(Delete the one that doesn't apply) Charge my **VISA / MASTERCARD**

CARDHOLDER NUMBER : ____ / ____ / ____ / ____

EXPIRY DATE : ____ / ____ 3 DIGIT SECURITY CODE : ____

CARDHOLDER SIGNATURE

Please check your order carefully. Once your order has been placed and payment has been made, no changes can be made.
Refunds or exchanges are only available on products deemed faulty by the manufacturer.