



# ***WEST END 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.westendss.eq.edu.au](http://www.westendss.eq.edu.au) and click on the booklist link, follow the prompts and place your order.

Or

Go to [www.olympiaschoolsupplies.com.au](http://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 **WESS42** 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 Email:** Email to [sales@olympiaonline.com.au](mailto: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 15 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 15 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 up to 3 weeks 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](http://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](mailto:sales@olympiaonline.com.au) Web: [www.olympiaschoolsupplies.com.au](http://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 West End 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 15<sup>TH</sup> NOVEMBER 2023

AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE

**SUBMIT YOUR ORDER BY 15 NOVEMBER 2023**

**2 TO BE WON**

WINNING STUDENT'S WILL HAVE THEIR BOOK PACK VALUE  
REFUNDED

(Winners will be drawn and notified on Friday 17 November 2023)

**OLYMPIA**  
OFFICE PRODUCTS

**[www.olympiaschoolsupplies.com.au](http://www.olympiaschoolsupplies.com.au)**

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**ORDER FORM**  
 (Detach & Return this side)

**WEST END 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
<b>WORKBOOKS</b>				
My First Music Writing Student Book	1	\$ 8.50		
<b>STATIONERY</b>				
Scrapbook Megasaurus Bond 335mm x 245mm 64 Page	4	\$ 2.00		
Writer Premium Story Book 330x240mm 24mm Ruled 64 Page - Drill	3	\$ 2.30		
Write and Wipe Sleeve A4	1	\$ 3.15		
Visual Art Diary A4 110gsm 60 Sheet/120 Page	1	\$ 4.50		
Graphite Pencils - Staedtler Jumbo Triangular 2B (Pack 2)	2	\$ 2.10		
Colour Pencils - Faber Castell Jumbo Hexagonal 12's Assorted	1	\$ 9.65		
Markers – Faber Castell Connector Jumbo Wallet 12 Assorted	1	\$ 9.55		
Whiteboard Markers Bullet Tip 2.9mm (Wallet of 4 Assorted)	4	\$ 4.15		
Osmer Soft Grip Scissors 130mm (LEFT OR RIGHT HANDED) Please Circle	1	\$ 1.95		
Glue Stick – Initiative 36gm Clear	4	\$ 1.65		
Osmer Masonite Double Sided Magnetic Whiteboard A4	1	\$ 6.50		
Whiteboard Eraser - Initiative Large	1	\$ 3.70		
A4 White Copy Paper 80gsm (Delivered direct to school)	2	\$ 6.95		
Tissues 2 Ply (Box 180) (Delivered direct to school)	2	\$ 2.20		
<b>Order Total</b>			<b>\$</b>	

**Tick Box if you require all recommended quantities.**  
**Total Cost \$ 108.10**

Children are also required to provide the following available from the School Uniform Shop  
**1 x School Hat (Broad brimmed - \$15.00)**

Please bring all supplies on the first day.

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

Please Tick  
  
Home Delivery

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 cheques payable to "Olympia Office Products")

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### HOME DELIVERY

Delivery Address (if different from home address) .....

Any special delivery instructions: .....

..... (eg. Place to leave order/s if not home, dog problem 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** \$.....-.....

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### CREDIT CARD ORDER

Name of cardholder.....

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

Email.....

Suburb/Town.....Post Code .....

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

CARDHOLDER NUMBER : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

EXPIRY DATE : \_\_ / \_\_

3 DIGIT SECURITY CODE : \_\_\_\_ (Located on Signature Strip on Back of Card)

CARDHOLDER SIGNATURE .....

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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.