



WEST END STATE SCHOOL

YEAR 4 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 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 **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.

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

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 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 15TH 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)

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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** _____

YEAR 4 BOOK LIST 2024

DESCRIPTION	Quantity Required	PRICE EACH	Quantity Ordered	TOTAL PRICE
TEXTBOOKS/DICTIONARY				
Queensland Targeting Handwriting Year 4	1	\$ 17.95		
Oxford Integrated Primary Dictionary and Thesaurus 4 th Edition	1	\$ 29.95		
STATIONERY				
Scrapbook – Writer Blue 335x240mm 72 Page	2	\$ 1.95		
Play Book - Writer 64 Page 335 X 240MM Ruled Page/Blank Page	2	\$ 2.30		
Protect Exercise Book PP A4 8mm Ruled 96 Page – Rabbit	2	\$ 1.95		
Protect Exercise Book PP A4 Qld Year 3/4 Ruled 96 Page - Turtle	6	\$ 2.20		
Grid Book – A4 7mm squares 48 Page	2	\$ 1.00		
Sketch Book – Spirax 579B 96 Page 272x360mm	1	\$ 6.95		
Display Book A4 Refillable 20 Pocket Clear Front – Blue	2	\$ 1.75		
Clipfolder PVC A4 Blue	1	\$ 3.55		
Polydoc Wallet Foolscap Yellow	1	\$ 1.60		
Pencil HB – Staedtler Graphite HB	40	\$ 0.35		
Artline Smoove Ballpoint Pen – Red	1	\$ 0.30		
Pilot Fineliner Pen - Black	1	\$ 2.10		
Artline 550A Whiteboard Marker Bullet 1.2mm (Set of 4 Colours – 1 of each Black, Blue, Green, Red))	2	\$ 14.50		
Pencils Coloured Faber Hexagonal 12's Assorted	1	\$ 2.95		
Markers – Faber Castell Connector 12's	1	\$ 4.65		
Highlighters Initiative Assorted (Wallet of 4)	1	\$ 2.95		
Eraser Pencil Large in Sleeve	4	\$ 0.40		
Sharpener Pencil Tri Me Double Hole Metal	2	\$ 2.35		
Ruler 30cm Wooden Polished	2	\$ 0.60		
Glue Stick UHU 40gm	5	\$ 2.65		
Scissors School 215mm (LEFT OR RIGHT HANDED) Please Circle	1	\$ 2.95		
Osmer Masonite Double Sided Magnetic Whiteboard A4	1	\$ 6.50		
Staedtler Whiteboard Eraser Magnetic Large	1	\$ 2.10		
Sharp EL231 8 Digit Calculator	1	\$ 10.95		
Clear Case Zip Wallet B4 395 x 290mm Assorted	2	\$ 2.50		
Pencil Case Celco Name large 2 Zip 350mm x 180mm	1	\$ 4.55		
Headphones – Little Sun with Microphone 1 Jack LS-H-6	1	\$ 15.95		
A4 White Copy Paper 80gsm (Delivered direct to school)	2	\$ 6.95		
Tissues 2 Ply (Box 180) (Delivered direct to school)	2	\$ 2.20		

Order Total **\$**

Tick box if you require all recommended quantities
Total Cost \$ 234.10

Children are also required to provide the following.

1 x School Hat (Broad brimmed - \$15.00 (Available from School Uniform Shop)

1 x Art Smock or old Shirt (Bring from home)

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”)

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 ADDRESS10-95...

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

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

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.