



WOODLINKS 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.woodlinksss.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 **WOODLINKS** 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 between 5 to 15 business days 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: 22nd December 2023 to 2nd 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** (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 Woodlinks 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 22nd December 2023 to 2nd 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 20TH NOVEMBER 2023

AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE

SUBMIT YOUR ORDER BY 20 NOVEMBER 2023

FOR CHANCE TO WIN YOUR BOOK PACK FOR FREE

WINNING STUDENT WILL HAVE THEIR BOOK PACK VALUE
REFUNDED

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

ORDER FORM
(Detach & Return this side)

WOODLINKS STATE SCHOOL

STUDENT NAME _____ Boy Girl
(Please Tick One)

STREET _____ **TELEPHONE** _____

SUBURB/TOWN _____ **POSTCODE** _____

YEAR PREP BOOK LIST 2024

DESCRIPTION	Quantity Required	PRICE EACH	Quantity Ordered	TOTAL PRICE
SECTION A – General Requirements				
Exercise Book 48 Page A4 – Year 1 Ruling	1	\$ 0.95		
Exercise Book A4 25mm Ruled 48 Page Solid Blue Ruled	1	\$ 0.95		
Botany Book A4 64 Page 18mm Ruled	1	\$ 1.20		
Scrapbook 335 x 240mm 72 Page Wings	3	\$ 1.95		
Manilla Folder A4 Buff	2	\$ 0.25		
Display Book A4 40 Pocket Insert Cover Blue – Non-Refillable	1	\$ 5.30		
Document Wallet Polypropylene F/C Velcro Closure - Blue	1	\$ 1.50		
Pencil (HB) Junior Triangular Grip	6	\$ 0.55		
Colour Pencils 12's Triangular Box	2	\$ 3.10		
Crayons 12's Twistables Staedtler Noris Club	1	\$ 4.95		
Markers Texta Nylorite 12's	1	\$ 2.10		
Whiteboard Markers Micador Eco (Pack 4)	3	\$ 4.85		
Glue Stick Bostik 35gm	6	\$ 2.95		
Scissors Micador Sizzle 130mm (Left or Right Handed) Please circle	1	\$ 2.80		
Copy Paper A4 (210x297) 80gsm White Ream (Delivered to school)	2	\$ 6.95		
SECTION B – Additional items Required by your child				
Library Bag	1	\$ 6.50		
Zip Lock Bags – Snack Size (Box 40)	1	\$ 3.85		
Tissues 2 Ply Box 180 (Delivered to school)	1	\$ 1.95		

Total Cost \$

Tick box if you require all items in Section A only.
Total Cost \$ 81.75

Tick box if you require all items in both Section A & B
Total Cost \$ 94.05

Children are also required to provide the following:

1 x Homework Satchel (available from the Uniform Shop)

Please be aware some items may run out and need replenishing throughout the year.

Please Note: Photocopy Paper and Tissues 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
..... Zip Pay (Online Only) Credit Card (Please complete next section)
..... 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.