



# WOODLINKS STATE SCHOOL

## YEAR 2 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](http://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](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 **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](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 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](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: 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 20<sup>TH</sup> 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 22<sup>nd</sup> November 2023)

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

**WOODLINKS STATE SCHOOL**

**STUDENT NAME** \_\_\_\_\_  Boy  Girl  
(Please Tick One)

**STREET** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

**SUBURB/TOWN** \_\_\_\_\_ **POSTCODE** \_\_\_\_\_

**YEAR 2 BOOK LIST 2024**

DESCRIPTION	Quantity Required	PRICE EACH	Quantity Ordered	TOTAL PRICE
<b>SECTION A – GENERAL REQUIREMENTS</b>				
Scrapbook 335 x 240mm 72 Page Wings	8	\$ 1.95		
Exercise Book 48 Page A4 – Year 2 Ruling with Margin	8	\$ 0.95		
Grid Book A4 10mm 48 page Spirax 130	2	\$ 0.90		
Manilla Folder A4 Buff	2	\$ 0.25		
Pencil (HB) Micador Essential Box of 20	2	\$ 4.95		
Colour Pencils Micador Colourush 12's	2	\$ 3.95		
Crayons 24's Tuck Box Crayola	1	\$ 2.80		
Markers Texta Nylorite 12's	1	\$ 2.10		
Highlighters Micador Eco (Wallet of 4)	2	\$ 2.80		
Whiteboard Markers Micador Eco (Pack 4)	2	\$ 4.85		
Eraser Plastic Pencil large with Sleeve	4	\$ 0.30		
Sharpener Pencil metal Single Hole (HQ)	2	\$ 0.50		
Ruler 300mm Wooden	1	\$ 0.55		
Glue Stick Bostik 35gm	8	\$ 2.95		
Scissors 155mm Plastic Handle	1	\$ 1.95		
Copy Paper A4 (210x297) 80gsm White Ream (Delivered to school)	2	\$ 6.95		
<b>SECTION B – REQUIRED ITEMS THAT MAY BE RETAINED FROM YEAR 2 IF IN GOOD CONDITION</b>				
Pencil Case 340 x 170mm Tartan Jumbo	1	\$ 2.30		
Headphones with Volume Control (Single Plug)	1	\$ 8.50		
<b>SECTION C – ADDITIONAL ITEMS REQUIRED BY YOUR CHILD</b>				
Library Bag	1	\$ 6.50		
Tissues 2 Ply Box 180 (Delivered to school)	2	\$ 1.95		

**Total Cost \$**

**Tick box if you require all items in Section A only.**  
**Total Cost \$ 105.70**

**Tick box if you require all items in all Sections.**  
**Total Cost \$ 126.90**

Children are also required to provide the following:

- 1 x Homework Satchel** (available from the Uniform Shop)
- 1 x Old Shirt/Painting Smock** (bring from home)

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 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 ADDRESS ....10-95...**

**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.