



2024 Student Booklist

LOTA STATE SCHOOL

Year
1

Orders due: **24 November 2023**

Deliveries: **2 January 2024 – 14 January 2024**

Collect in Store: **After the 8 January 2024**

BOOKLISTS:

This is the list of classroom requirements for your child for 2024. Please send all items in the book pack with your child **on the first day of school**. Please ensuring **all items are named** and that **books are preferably covered** (this helps to keep the books in good order throughout the whole year).

ORDERING OPTIONS:

Online Ordering - Order your requirements online at www.schoolandoffice.com.au. Click on the BOOKPACKS link (picture of two little girls) this will take you to our bookpack ordering website. Copies of the booklists can be downloaded prior to ordering. Payment will be expected at the checkout by MasterCard or Visa.



SCHOOL CODE: LOT01

Order Form - Complete your order form and hand it in to the school or to School and Office Supplies by the due date, with payment by Cheque, Money Order, Visa or MasterCard. Payments in store can be made by cash, cheque, money order, Visa or MasterCard.

DELIVERY:

All packs are delivered, however if delivered to your home, you are not expected to be there to accept delivery. Deliveries can be made to an alternate address ie. PO Box, work, neighbours, relatives etc. The delivery address cannot be changed after your order is submitted. A delivery fee of \$9.95 is charged per family.



S.O.S
SCHOOL & OFFICE
SUPPLIES

1/70 Tingal Road,
Wynnum QLD 4178

PO Box 1110,
Wynnum QLD 4178

P: 1300 PENCIL (736245)
F: 1300 WYNNUM (996686)

E: bookpacks@schoolandoffice.com.au
W: www.schoolandoffice.com.au

COLLECTION:

Orders can be collected from School and Office Supplies at Unit 1/70 Tingal Road Wynnum. When ordering online you must choose the option to collect your order. Please note there will be a specific collection date advised when ordering your supplies online

LATE ORDERS:

New Enrolments – Order directly through School & Office Supplies (without penalty).

All other late orders – We do accept late orders, however, as these orders cannot be processed quickly and efficiently on our production line along with the on-time orders for your school, a handling fee of \$15.00 per student will be charged.

Shop In-store - School supplies can be purchased at any time from School & Office Supplies (open 6 days). **Shop pricing will differ to booklist pricing.**

CHANGES, CANCELLATIONS AND QUERIES:

***** Please choose carefully when ordering. *****

The booklist content is compiled by the school, it also lists the items they expect your child to bring along with them at the commencement of the school year. If there are items on the booklist that your child already has and are in good working order, there is no need to re-purchase them.

Changes - Changes cannot be made to your order once submitted.

Returns – If a product is damaged in transit or faulty we will provide you with a replacement.

Cancellations – Order cancellations are accepted if your child(ren) will no longer be attending the school. A 10% cancellation fee will apply. Return of cancelled orders already delivered will not be accepted after 31 January 2024.

Queries - If you have any queries regarding your order, please contact School & Office Supplies directly – NOT to the school. Our email is the best way, please email to **bookpacks@schoolandoffice.com.au**. Please be aware that the phones become very congested during January.

CHECKING YOUR ORDER(S):

Please check your order/s as soon as you receive them. You have fourteen (14) days within which to report any damaged, missing or incorrect items.



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STUDENT NAME _____

ADDRESS _____

PHONE _____

Item	Description	Qty	Price	Extended	Required	Total
TEXT BOOKS						
9781742152400	QLD TARGETING HANDWRITING YEAR 1 STUDENT BOOK	1	\$17.95	\$17.95		\$
9781862512634	MY USEFUL WORD BOOK QLD EDITION (MP-010Q) Will be used from years 1-3.	1	\$8.95	\$8.95		\$
GENERAL REQUIREMENTS						
SP140745	OLYMPIC EXERCISE BOOK YEAR 1 QLD RULING - A4 48 PAGE 24MM	5	\$1.15	\$5.75		\$
AA200730-ASSORTED	MARBIG TRANSLUCENT DISPLAY BOOK A4 20 POCKET REFILLABLE ASSORTED	1	\$1.75	\$1.75		\$
SP140778	OLYMPIC SCRAP BOOK #322 AUSSIE ANIMALS STAPLED 335X240MM 64 PAGE	4	\$2.00	\$8.00		\$
NPNP9587	PROTEXT DOCUMENT FOLDER - A4 P/PROP CLEAR WITH PRESS STUD	3	\$0.95	\$2.85		\$
BX424010	BANTEX CLIPFOLDER PVC A4 BLACK	1	\$4.10	\$4.10		\$
FC12-111100-HB-S	FABER-CASTELL ECONOMY SCHOOL PENCIL HB - SINGLE	20	\$0.34	\$6.80		\$
AMEOH919W	OSMER HIGHLIGHTERS WALLET 4 (Red, Blue, Green & orange)	1	\$4.75	\$4.75		\$
FC315812	FABER COLOUR PENCILS PKT 12	1	\$2.95	\$2.95		\$
FC33-00005	UHU MAGIC GLUE STICK BLUE 40 GRAM	7	\$2.75	\$19.25		\$
SR526 C20	STAEDTLER SCHOOL ERASER LARGE	2	\$0.55	\$1.10		\$
PQ8534753	MAPED 534753 SHAKER 1 HOLE SHARPENER	2	\$1.15	\$2.30		\$
AMEOS501	OSMER WHITEBOARD MARKER BULLET - BLACK	4	\$1.55	\$6.20		\$
MRSCR345W	MICADOR SCISSORS RIGHT HANDED 130MM RED HANDLE	1	\$3.00	\$3.00		\$
AME300W	OSMER WOODEN RULER 30CM UNPOLISHED	1	\$0.55	\$0.55		\$
AMETARB34171	OSMER PENCIL CASE TARTAN LARGE 1 ZIP 340 X 170MM	1	\$2.65	\$2.65		\$
MRMTEHS01	MCONNECTED MULITMEDIA HEADPHONES BLACK	1	\$13.95	\$13.95		\$
AMEMA5B	CLEAR MULTIPURPOSE POUCH MESH A5 WITH BLUE ZIP	1	\$2.95	\$2.95		\$
FC67-010044	FABER WHITE BOARD 1 SIDED MAGNETIC 250 X 300MM	1	\$10.95	\$10.95		\$
AMEME222	OSMER MINI WHITEBOARD ERASER - SINGLE	1	\$1.95	\$1.95		\$
THESE ITEMS CAN BE RETAINED FROM PREP (NOT Included in 100% Pack Total)						
	New Students only to purchase, or if it needs replacing.					

PX5104-EM	PREMIUM DRAW CORD BAG 40CM WIDE X 50CM LONG WATER-STOP TOUGHWEAR GREEN (Library Bag) Not Included in 100% Pack Total.	0	\$8.95	\$0.00		\$
ADDITIONAL REQUIREMENTS (NOT IN PACK - Delivered directly to school)						
JHFT200/2	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (NOT In Pack - Delivered Direct to School)	1	\$2.65	\$2.65		\$
Full Pack Total						\$131.35

Please complete the following in as much detail as possible:

STUDENT DETAILS

Surname: _____ First Name: _____
Parent/Guardian Name: _____
Contact Phone Number/s: _____
Email Address: _____
(Required for backpack notifications)

DELIVERY DETAILS or COLLECTION

PLEASE NOTE:

1. You are **NOT** expected to be home to accept your delivery.
2. Your orders will be delivered **AT ANY TIME** during the specified delivery period (you cannot specify when you would like them delivered).
3. Deliveries are made by Australia Post or Courier, so you **CANNOT BE CONTACTED** by them to coordinate special delivery arrangements.
4. Deliveries can be made to **ANY ADDRESS** – home, work, neighbours, relatives, or PO Box.

Delivery Address: _____

Suburb: _____ Postcode: _____

Delivery Instructions: _____
(You can specify a safe place for the pack/s to be left if you will not be home, eg. leave in carport.)

Collect from School and Office Supplies after the Specified collection date for your school Yes

PAYMENT DETAILS

TOTAL OF THIS ORDER: \$ _____
(If you have more than one child at the School, please attach additional orders to that of your ELDEST child)

PLUS, other children at the School with orders:

Name: _____	Year Level in 2024: _____	\$ _____
Name: _____	Year Level in 2024: _____	\$ _____
Name: _____	Year Level in 2024: _____	\$ _____
Name: _____	Year Level in 2024: _____	\$ _____
Name: _____	Year Level in 2024: _____	\$ _____

A delivery fee of \$9.95 to be added to the total per family. \$ _____

A handling fee of \$15.00 to be added to the total for *each late student order* placed (excludes new enrolments). \$ _____

Collection from School and Office Supplies (On specified Date for your School.) \$ 0.00

FAMILY TOTAL (including all other children for which there are orders listed above). **Total:** \$ _____

Payment Method (place a ✓ next to your selection):

- Cheque – made payable to “School & Office Supplies”.
 Money Order – made payable to “School & Office Supplies”.
 Credit Card – Mastercard Visa

Card Number: _____ / _____ / _____ / _____ Expiry Date: ____ / ____ CCV: _____

Name on Card: _____ Cardholder's Signature: _____

