



# ***KELVIN GROVE STATE COLLEGE***

## ***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.kelvingrovesc.eq.edu.au](http://www.kelvingrovesc.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 your school name, **Kelvin Grove State College** 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 Fax or Email:** Fax (07) 3275 1120 or email at [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: 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 Kelvin Grove State College**

**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 10<sup>TH</sup> NOVEMBER 2023**

**AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE**

**SUBMIT YOUR ORDER BY 10 NOVEMBER 2023**

**FOR CHANCE TO WIN YOUR BOOK PACK FOR FREE**

**2 TO BE WON**

**WINNING STUDENT'S WILL HAVE THEIR BOOK PACK ORDER  
VALUE REFUNDED**

(Winners will be drawn and notified on Tuesday 14 November 2023)

**OLYMPIA  
OFFICE PRODUCTS**

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

(Please Tick One)

**STUDENT NAME** \_\_\_\_\_  Boy  Girl

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

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

**KELVIN GROVE STATE COLLEGE**  
**JUNIOR SCHOOL**

**PREP BOOKLIST ORDER FORM 2024**

DESCRIPTION	PRICE EACH	Quantity Required	Quantity Ordered	TOTAL PRICE
Targeting Handwriting Queensland Prep	\$ 17.95	1		
Display Book A3 20 Pockets – Visual Art (Delivered in Bulk to school)	\$ 8.95	1		
Document Wallet Poly A4 Button Closure - Assorted Colours	\$ 1.10	2		
Copy Paper Ream A4 (Delivered in Bulk to school)	\$ 7.35	2		
Tissues (Box 180) (Delivered in Bulk to school)	\$ 2.25	2		
My First Music Writing Book (Only at Olympia)	\$ 8.50	1		
Writer Scrapbook 64 Page Stone Age Mega	\$ 2.20	5		
Glue Stick UHU Blue 40gm (Goes on blue, dries clear)	\$ 3.40	6		
Coloured Pencils – Staedtler Noris Club 24's	\$ 8.85	1		
Visionchart A4 Magnetic Whiteboard Plain Double Sided	\$ 8.95	1		
Crayola Classic Broadline Colour Markers (Pack 10)	\$ 6.95	1		
Staedtler Compact Whiteboard Markers (Asst Wallet 4)	\$ 12.35	2		
Pencils Junior Triangular 2B	\$ 0.60	10		
Pencils Graphite 2B Staedtler	\$ 0.40	2		
Scissors Micador 135mm <b>LEFT OR RIGHT HANDED</b> (Please Circle)	\$ 3.65	1		
Writer Premium Story Book 18mm Plain/Ruled 64p (Planet)	\$ 2.95	2		
<b>Total for all recommended quantities</b>	<b>\$154.00</b>			

**Order Total** \$

Children must provide the following (available from the SUBshop)

**1 x Library Bag - \$7.50**

**1 x Message Folder - \$8.95**

**ALL STATIONERY AND EQUIPMENT IS REQUIRED TO BE AT SCHOOL ON THE FIRST DAY, FOR STUDENTS TO COMMENCE THEIR LESSONS.**

**PLEASE DO NOT LABEL OR COVER ANY ITEMS IN THE BOOK LIST. THE TEACHERS WILL ORGANISE THE RESOURCES AT SCHOOL.**

Please note:

SCISSORS: Please mark either left or right handed scissors above.

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) .....

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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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