



# ***KELVIN GROVE STATE COLLEGE***

## **YEAR 1 REQUIREMENTS 2022**

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 17 December 2021 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 10 January 2022. **This option is not available online.**

**ALL ORDERS ARE TO BE SUBMITTED BY 17 DECEMBER 2021**

### **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: 24th December 2021 to 4th January 2022**  
**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 **\$8.95 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. Packing and distribution will begin on 15 October 2021 and will continue until ALL orders are processed.

**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 24th December 2021 to 4th January 2022. 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 15<sup>TH</sup> NOVEMBER 2021

AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE

SUBMIT YOUR ORDER BY 15 NOVEMBER 2021

**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 Wednesday 17th November 2021)

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

(Please Tick One)

**STUDENT NAME** \_\_\_\_\_  Boy  Girl  
**STREET** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_  
**SUBURB/TOWN** \_\_\_\_\_ **POSTCODE** \_\_\_\_\_

**KELVIN GROVE STATE COLLEGE**  
**JUNIOR SCHOOL**  
**YEAR 1 BOOKLIST ORDER FORM 2022**

DESCRIPTION	PRICE EACH	Quantity Required	Quantity Ordered	TOTAL PRICE
Targeting Handwriting Old Year 1 Student Book	\$ 16.95	1		
Copy Paper Ream A4 (Delivered in Bulk to school)	\$ 6.25	2		
Tissues (Box 180) (Delivered in Bulk to school)	\$ 2.25	4		
My Second Music Writing Book	\$ 7.95	1		
My Beginners Dictionary Letters and Sounds	\$ 7.95	1		
Coloured Pencils Staedtler Noris Club 24's	\$ 8.90	1		
Write & Wipe Paper Saver Sleeve with Pen	\$ 3.95	1		
Document Wallet Polypropylene F/C Assorted Colours	\$ 1.60	3		
Clipboard Folder A4 PVC Beautone Assorted	\$ 3.45	1		
Display Folder – 20 Pocket – Refillable (Visual Art)	\$ 1.65	1		
Exercise Books A4 Year 1 48 page	\$ 1.05	10		
Glue Stick 40gm Osmer	\$ 2.40	5		
Masonite A4 Magnetic Whiteboard	\$ 8.95	1		
Whiteboard Eraser – Small	\$ 1.30	1		
Staedtler Fine Tip Whiteboard Markers (Asst Wallet of 4)	\$ 11.95	1		
Staedtler Bullet Tip Whiteboard Markers (Asst Wallet of 4)	\$ 11.95	1		
Highlighter – Assorted Colours	\$ 1.15	2		
Pencil Case 2 Zip Name 35cm x 26cm – NOT BLACK)	\$ 4.95	1		
Scrapbook Aussie Animals 64 page	\$ 2.05	5		
Pencils HB Faber Grip 2001 Triangle (Box 12)	\$ 10.20	2		
Ruler Wooden School 30cm	\$ 0.60	1		
Scissors Micador Sizzle 135mm <b>LEFT OR RIGHT HANDED</b> (Please Circle)	\$ 2.95	1		
Sharpener – Maped Shaker 2 Hole with Barrel	\$ 1.40	1		
<b>Total for all recommended quantities</b>	<b>\$ 176.60</b>			

**Order Total** \$

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

**ALL PERISHABLES SUCH AS GLUE, PENCILS ETC WILL NEED TO BE SOURCED THROUGHOUT THE YEAR WHEN SUPPLY HAS RUN OUT.**

**PLEASE ENSURE ALL BOOKS ARE COVERED AND NAMED AND ALL STATIONERY ITEMS ARE NAMED CLEARLY BEFORE COMMENCEMENT OF THE SCHOOL YEAR.**

Children are also required to provide the following (only available from the SUBshop)

**1 x Library Bag - \$7.50 or 1 x Home Reader Carry Bag (Waterproof) - \$6.95**

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")**

---

**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 \$8.95 CHARGE PER DELIVERY ADDRESS .....8-95...**

**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 .....

---