



## ***EAST BRISBANE 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.eastbrisbaness.eq.edu.au](http://www.eastbrisbaness.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 Orange “Order Your Booklist” banner at the top of the front page and type in the access for your school which is **EBSS64** 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** (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 East Brisbane 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 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**

EARLY BIRD ORDERS DELIVERED BEFORE END OF TERM 4

WINNING STUDENT WILL HAVE THEIR BOOK PACK VALUE  
REFUNDED

(Winner will be drawn and notified on Tuesday 14<sup>th</sup> November 2023)

**ORDER FORM**  
(Detach & Return this side)  
**EAST BRISBANE STATE SCHOOL**

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

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

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

**PREP BOOK LIST 2024**

DESCRIPTION	Quantity Required	PRICE EACH	Quantity Ordered	TOTAL PRICE
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**STATIONERY**

Olympic Botany Book A4 18mm Ruled 64 Page	2	\$ 1.30		
Olympic Exercise Book A4 18mm Ruled 48 Page	2	\$ 0.95		
Writer Scrap Book Blue 72 Page	8	\$ 1.95		
Writer Premium Story Book 24mm Solid Ruled/Blank 64p – Drill	1	\$ 2.40		
Display Book A4 Assorted Colours	1	\$ 1.75		
Document Wallet A4 Push Button Clear	4	\$ 1.10		
Protext Mesh Pouch B4	1	\$ 4.95		
A4 Clipfolder – Assorted Colours	1	\$ 3.50		
Student Whiteboard A4 Double Sided	1	\$ 6.25		
Micador ECO Whiteboard marker Black	2	\$ 1.40		
UHU Magic Blue Stick 40gm	10	\$ 2.65		
Bostik Blu Tack	1	\$ 3.50		
Crayola Ultra-Clean Washable Broadline Markers Classic	1	\$ 5.95		
Faber- Castell Junior Triangular Colour Pencils	2	\$ 4.95		
Faber Castell Junior Grip Triangular HB Pencil	10	\$ 0.50		
Faber Castel Watercolour Paint Pallette 12 Colours with Brush	1	\$ 6.20		
Verbatim headset with Volume Control	1	\$ 13.95		
Osmer Write and Wipe A4 Sleeve	1	\$ 2.95		
Nylon Library Bag with Draw String	1	\$ 5.95		
Scissors 165mm <b>LEFT OR RIGHT HANDED</b> (Please Circle)	1	\$ 2.40		
Rainbow A4 Coloured Paper (100) – Delivered direct to school	1	\$ 4.95		
Rainbow A3 Coloured Cardboard (10) – Delivered direct to school	1	\$ 3.85		
Facial Tissues 2 Ply (Box 180) – Delivered direct to school	1	\$ 2.20		
Laminating Pouch A4 (Pack 20) – Delivered direct to school	1	\$ 2.95		

**Order Total**      \$

**Tick Box if you require all recommended quantities.**  
**Total Cost \$ 142.40**

**Please Note: Tissues and Photocopy Paper will be delivered direct to the school.**

Please bring all supplies on the first day.

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) .....

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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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.