



# ***AMBERLEY DISTRICT STATE SCHOOL***

## **YEAR 4 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.amberleydistrictss.eq.edu.au](http://www.amberleydistrictss.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 **ADSS44** 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 Amberley District 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 30<sup>TH</sup> NOVEMBER 2023

AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE

**SUBMIT YOUR ORDER BY 30 NOVEMBER 2023**

WINNING STUDENT WILL HAVE THEIR BOOK PACK VALUE  
REFUNDED

(Winner will be drawn and notified on Tuesday 4 December 2023)

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

**AMBERLEY DISTRICT STATE SCHOOL**

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

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

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

**YEAR 4 BOOK LIST 2024**

| DESCRIPTION   | Quantity Required | PRICE EACH | Quantity Ordered | TOTAL PRICE |
|---|-------------------|------------|------------------|-------------|
| <b>SECTION A - STATIONERY</b>   |                   |            |                  |             |
| Exercise Book A4 8mm Ruled 128 Page with Margin   | 6                 | \$ 1.60    |                  |             |
| Exercise Book A4 Year 3/4 Ruled 48 Page (red & blue lined)  | 2                 | \$ 0.95    |                  |             |
| Grid Book A4 10mm 96 Page   | 3                 | \$ 1.50    |                  |             |
| Playbook 10mm Ruled and Plain   | 2                 | \$ 2.25    |                  |             |
| Spirax 533 A3 Spiral Sketch Book  | 1                 | \$ 3.30    |                  |             |
| Document Wallet Poly Foolsap wallet with Velcro closure   | 2                 | \$ 1.50    |                  |             |
| Display Book A4 Refillable – Assorted Colours   | 1                 | \$ 1.65    |                  |             |
| Clipboard A4 (without folder)   | 1                 | \$ 2.75    |                  |             |
| Artline 200 0.4mm Black Pen   | 2                 | \$ 2.30    |                  |             |
| Writing Pencil – Columbia HB (Box 20)<br><small>(Not Yellow with erasers on the end and not pacers)</small> | 2                 | \$ 4.20    |                  |             |
| Columbia Coloursketch Colour Pencils (Assorted Pack 12)   | 2                 | \$ 2.50    |                  |             |
| Markers – Micador Fine Tip Felt Pens (Wallet of 12)   | 1                 | \$ 1.85    |                  |             |
| Crayons – Crayola Twistable (Assorted Pack 12)  | 1                 | \$ 5.50    |                  |             |
| Eraser – Large White in Sleeve (No novelty eraser)  | 4                 | \$ 0.35    |                  |             |
| Sharpener – 2 Hole with Barrel  | 2                 | \$ 0.95    |                  |             |
| Scissors – Metal Blunt Tip 165mm (suitable for fabric, paper and thread)                                    | 2                 | \$ 1.95    |                  |             |
| Ruler – Wooden cm/mm (Must have cm) (No Plastic)  | 1                 | \$ 0.55    |                  |             |
| Whiteboard Eraser – Teachables Small  | 1                 | \$ 1.90    |                  |             |
| Glue Stick 40gm Clear   | 6                 | \$ 1.95    |                  |             |
| Ballpoint Pen Medium Red  | 2                 | \$ 0.25    |                  |             |
| Highlighters – Wallet of 4 Assorted   | 2                 | \$ 2.95    |                  |             |
| Masking Tape 18mm x 50m   | 1                 | \$ 1.95    |                  |             |
| Sticky Tape 18mm x 33m  | 1                 | \$ 0.65    |                  |             |
| Earphones/Buds 3.5mm plug   | 1                 | \$ 7.65    |                  |             |
| Pencil Case Large 34 x 17cm -Not Novelty  | 1                 | \$ 2.30    |                  |             |
| Tissues Large 2 Ply (Box 200) (Delivered Direct to School)  | 2                 | \$ 1.95    |                  |             |

**SECTION B - REQUIRED ITEMS THAT MAY BE RETAINED FROM YEAR 3**

|   |   |          |  |  |
|---|---|----------|--|--|
| Macquarie School Dictionary + Compact Speller (RRP \$39.95) | 1 | \$ 31.95 |  |  |
|---|---|----------|--|--|

**Order Total \$**

**Tick Box if you require all recommended quantities in Section A only.**  
**Total Cost \$ 100.75**

**Tick Box if you require all recommended quantities in both Section A & B.**  
**Total Cost \$ 132.70**

It is not necessary to purchase any article which is still available from the previous year.

Please print your child's first name and surname in full on all clothing, lunch boxes, and school bags.

Children are also required to provide the following available from the School Uniform Shop

- 1 x Chair Bag (45cm wide x 50cm long)**
- 1 x Homework Pouch**
- 1 x Drawstring Waterproof Library Bag**

Please  
Tick  
  
Home Delivery

Please  
Tick  
  
Olympia Office Pick Up

Please  
Tick  
  
Special Lay-By Option

**METHOD OF PAYMENT**

TICK

..... Money Order enclosed  
..... Zip Pay (Online Only)

TICK

..... Credit Card (Please complete next section)  
..... 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.