

Stationery Orders - Terms and Conditions

ORDERS FOR 2024:

- **Via FLEXISCHOOLS (preferred):** Full book packs and partial orders – take note of cut off times/days for your preferred collection day – cut off to ensure January orders are ready in time for pick up – 3pm 14th January 2024
- **HAND IN** at the Stationery Store – Full book Packs only – available immediately or in two working days (depending on volume of orders)
- **EMAIL Carmen Woo** at stationery@fernycrogress.eq.edu.au – available in two working days

COMPLETING THE ORDER FORM:

- Complete a separate form for each student **in the students' name** (not parents)
- Discounted Price applies to the purchase of a **complete year level stationery pack** only, NO SUBSTITUTES. This pack includes all booklist items (see back of Booklist & Order Form) except RI booklet, extras and carry overs (order these if required). All other sales are at full price.
- **CIRCLE** preferred collection time i.e., November/December or January.
- If your child participates in classroom Religious Instruction, ensure that the booklet is added to the order.

PAYMENT:

- **FLEXISCHOOLS**
Cash – when placing or collecting order
Mastercard, Visa, EFTPOS – **over the counter only** when placing or collecting order (Card payments cannot be taken over the phone)
- **DO NOT** place money or orders in the box at the office or give to teachers. **NO RESPONSIBILITY ACCEPTED FOR MONEY NOT HANDED TO THE STATIONERY STORE.** No goods issued unless full payment has been received.
- **CHECK YOUR ORDER** to ensure you have received the correct items. Exchanges/returns accepted within 7 working days. Covered, named or damaged items cannot be returned. Chairbag/Library bag claims are subject to assessment by the manufacturer.
- **REAMS OF PAPER** can be paid for through the Stationery Store. If supplying your own, please label clearly with Students' Name and 2024 Year level, and leave at the **office** no later than **Friday 23rd February 2024.** (PLEASE NOTE: **MUST BE GOOD QUALITY** to avoid costly damage to photocopiers). The school office distributes the reams of paper throughout the year.