

ICA CASEY COLLEGE YEAR TEN 2010

OfficeMax

INSTRUCTIONS

- * To avoid disappointment read *all* sections carefully.
- * Ensure all sections of pages 3 and 4 are filled out correctly
- * Please tick the individual items required on the stationery list.

ICA CASEY COLLEGE has selected all items listed as part of the school years curriculum, it is in your best interest to ensure your child has all items listed.

***** Quantities can not be altered, where product has been altered all will be supplied *****

- * Please return the stationery list by **FRIDAY 6TH NOVEMBER 2009** for your order to be ready on collection day and to avoid disappointment as OfficeMax is unable to process late orders.
- * Make sure you retain pages 1 and 2 for relevant information in regards to the collection day

ORDER PAYMENT OPTIONS

PRE-PAYMENT OPTION

To avoid delays on the collection day you can prepay the order by VISA, MASTERCARD or a Money Order. Money orders need to be made out to OfficeMax. If you have more than one child at the school please ensure all the details are on each form.

Credit card transactions will be processed at least five days after the forms return date. Funds will be taken immediately at the time of processing your order. In the event of minor variations, adjustments will be made. Contact will be made in the event of discrepancies being over the amount of \$10.00.

Customers with prepaid orders will have the benefit of queuing up in the express lane on the collection day. Any prepaid orders that are not picked up on the collection day will remain at the school.

Cash will not be accepted for prepayments.

PAYMENT ON THE SELL DAY

EFTPOS, VISA, MASTERCARD, Cash and Money Orders will all be accepted on the collection day.
Please note we cannot accept Amex or Diners cards and cheques.

ANY UNPAID ORDERS NOT COLLECTED ON THE SELL DAY WILL BE RETURNED TO OFFICEMAX AND DISMANTLED

ONLINE ORDERING

Due to the large volume of individual school orders that are processed during Back to School, each individual order is processed with the entire year level for this school. Under no circumstance is it possible to deliver internet orders any earlier.

All internet orders must be prepaid by VISA or MASTERCARD only

Funds will be taken immediately at the time of placing your order.

For a fast, simple and secure way to place your order visit www.schoolbooklist.com.au

Click on Victoria

Enter your school log in code 3ICACA

Select your year level, TEN

Password: BOOKLIST10

Your order is completed when the system generates a reference number. Please print this number for your reference.

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NON RANGED PRODUCT CODES

Product codes starting with the number 9 are items that are purchased especially for the school curriculum

BULK ITEMS SENT DIRECTLY TO THE SCHOOL

All Tissue and Paper items will be sent to the school in bulk at the beginning of the school year.

MISSING ITEMS

All claims must be addressed with OfficeMax no later than 7 days after you have received your goods. Please note that missing items will be sent to the school to be distributed at the end of the school year or at the beginning of the school year.

PRODUCT SUBSTITUTION

If a product is unavailable at the time of packing, the product may be substituted with a similar product of the same or greater value.

BACKORDERED ITEMS

If a product is unavailable and cannot be substituted the product will be placed on backorder. Backordered items will be sent to the school once OfficeMax has received the product from the supplier. The school will distribute on our behalf.

REFUNDS

All items are sold on a firm sale basis. No refunds will be given for non-ranged items (codes starting with 9 and 5). All claims must be made on the collection day. Any claims made after the sell day must exceed the value of \$20.00. OfficeMax will not accept any returns after 1st February 2010. Funds will be made electronically into your nominated bank account.

ICA CASEY COLLEGE SCHOOL BOOK COLLECTION DAY

PICK UP DAY: TUESDAY 8TH DECEMBER 2009

Please collect your order in between the times designated of 9.00A.M. - 4.00P.M.

STUDENTS NAME: _____

YEAR LEVEL

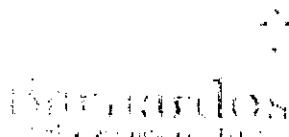
TEN

TOTAL AMOUNT

PREPAID

YES / NO

Your Partner in Education We're growing with you



OfficeMax

OfficeMax
Ph 1800 004 427
Fax 1800 004 428

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SECTION A: STUDENT DETAILS

Complete all sections of following student details. Clearly in capital letters

Student's First Name	Student's Last Name	
Address		
Suburb - Post Code		
Daytime Phone No	Mobile Phone No	

SECTION B: STATIONERY LIST

ORDER #: 20R24865

TICK	QTY	CODE	DESCRIPTION	UOM	UNIT PRICE	TOTAL PRICE
			THE FOLLOWING ITEMS ARE REQUIRED FOR ENGLISH			
	1	1006564	BINDER MARDIG 2DR 25MM A4 BL	EA	\$ 3.77	\$ 3.77
	6	1287702	PAPER LOOSE LEAF REFILL A4 8MM	PK	\$ 1.09	\$ 6.54
	1	1952021	HIGHLIGHTER OMAX PK5 CHISEL	SET	\$ 5.54	\$ 5.54
	1	1240582	BOOK DISP REF 20P RD A4	EA	\$ 1.76	\$ 1.76
			THE FOLLOWING ITEMS ARE REQUIRED FOR MATHEMATICS			
	2	1288059	BOOK EX 8MM A4 128PG RULED EA	EA	\$ 0.94	\$ 1.88
	1	2107007	CALC SCIENTIFIC FX82AUPLUS	EA	\$ 24.05	\$ 24.05
	1	1157495	PROTRAC CELCO PVC 1800 X150MM	EA	\$ 1.63	\$ 1.63
			THE FOLLOWING ITEMS ARE REQUIRED FOR SCIENCE			
	2	1288059	BOOK EX 8MM A4 128PG RULED EA	EA	\$ 0.94	\$ 1.88
	1	1308686	PAD GRAPH A4 5MM 50 LEAF EACH	EA	\$ 0.91	\$ 0.91
			THE FOLLOWING ITEMS ARE REQUIRED FOR HUMANITIES			
	4	1288059	BOOK EX 8MM A4 128PG RULED EA	EA	\$ 0.94	\$ 3.76
	1	2339358	BOOK DISP REF 20P YLW A4	EA	\$ 1.76	\$ 1.76
			THE FOLLOWING ITEM IS REQUIRED FOR MUSIC			
	2	1208955	BOOK EXERCISE MUSIC A4 48PG	EA	\$ 1.20	\$ 2.40
			NO ITEMS ARE REQUIRED FOR ART			
			THE FOLLOWING ITEMS ARE REQUIRED FOR INFO & COMMS TECHNOLOGY			
			THE FOLLOWING ITEM IS OPTIONAL			
	1	1466833	HEADSET MULTIMEDIA VERBATIM EA	EA	\$ 11.27	\$ 11.27
	2	1474593	PENCIL 2B UNLACQUERED STAEDT	EA	\$ 0.22	\$ 0.44
	2	1092928	PENCIL LEAD 4B OMAX EA BK HDX	EA	\$ 0.43	\$ 0.86
	1	1280074	FOLD ART KRAFT A3 297X420MM	EA	\$ 1.13	\$ 1.13
	2	1420305	PEN UNI BALL VISION LB187FBK	EA	\$ 2.93	\$ 5.86
	1	1322370	DIARY VISUAL ART DERWENT A4	EA	\$ 4.90	\$ 4.90
			THE FOLLOWING ITEM IS REQUIRED FOR DRAMA			
	1	1288059	BOOK EX 8MM A4 128PG RULED EA	EA	\$ 0.94	\$ 0.94
			THE FOLLOWING ITEMS ARE REQUIRED FOR FOOD TECHNOLOGY			
	1	1032860	BOOK DISP REF 20P BK A4	EA	\$ 1.76	\$ 1.76
	1	1036564	BINDER MARDIG 2DR 25MM A4 BL	EA	\$ 3.77	\$ 3.77
	1	1287702	PAPER LOOSE LEAF REFILL A4 8MM	PK	\$ 1.09	\$ 1.09
			THE FOLLOWING ITEMS ARE REQUIRED FOR ENGLISH			
	2	1288059	BOOK EX 8MM A4 128PG RULED EA	EA	\$ 0.94	\$ 1.88
			THE FOLLOWING ITEMS ARE REQUIRED FOR ENGLISH			
	4	1474085	PENCIL HB UNLACQUERED STAEDT	EA	\$ 0.22	\$ 0.88
	4	1312018	PEN BP PILOT BPS-GP BL MED PT	EA	\$ 2.35	\$ 9.40
	2	1322249	PEN BP PILOT BPS-GP RD MED PT	EA	\$ 2.35	\$ 4.70
	2	1312022	PEN BP PILOT BPS-GP BK MED PT	EA	\$ 2.35	\$ 4.70
	1	1619619	PENCIL CLRD FABER CLASSIC BK12	BX	\$ 5.30	\$ 5.30
	1	1174215	SHARPENER METAL 2HOLE EA	EA	\$ 1.24	\$ 1.24
	2	1475207	GLUE STICK LGE RL 35GM BOSTIK	EA	\$ 2.67	\$ 5.27
	1	1330470	SCISSORS SMART CUT GP 5ML OMAX	EA	\$ 5.73	\$ 5.73
	2	1030361	ERASER PENCIL STAEDTLER 526 50	EA	\$ 2.05	\$ 4.10
	1	1045725	RULER POLISHED TRUELINE 530MM	EA	\$ 0.72	\$ 0.72
	2	1182977	PENCIL STAEDT EA RED COPY	EA	\$ 0.31	\$ 0.62
	1	1032127	CL PBOARD FOLDER OELMENTS AC	EA	\$ 3.14	\$ 3.14
	1	1952039	PAPER TISSUE FACIAL EA OMAX	PK	\$ 1.20	\$ 1.20
	1	1267876	PACKING & HANDLING CHARGE	EA	\$ 2.50	\$ 2.50

SECTION B TOTAL \$

PLEASE TURN OVER THE PAGE

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SECTION C: PRE-PAYMENT DETAILS

Card Number	_____ / _____ / _____	Expiry Date	_____ / _____
Card Type	VISA / MASTERCARD ONLY		
Amount Payable	\$ _____		
Cardholders Name	_____	Cardholders Signature	_____
Daytime Phone No.	_____		
		Mobile Phone No.	_____

SECTION D: SUMMARY

<input type="checkbox"/>	I have completed Section A: Student's Details	
<input type="checkbox"/>	I have selected the items required in Section B: Stationery List which equal	\$ _____
<input type="checkbox"/>	I have completed Section C: Pre-Payment Details (if required)	
		MY TOTAL ORDER IS: \$ _____