

ICA CASEY COLLEGE

YEAR SIX 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 **WEDNESDAY 11TH 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: **SIX**

Password: **BOOKLIST6**

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: _____

SIX

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'S 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 #: 20900064

TICK	QTY	CODE	DESCRIPTION	UOM	UNIT PRICE	TOTAL PRICE
	3	1032860	BOOK DISP REF 20P BK A4	EA	\$ 1.76	\$ 5.28
	4	1033506	WALLET DOCUMENT FC BL OMAX EA	EA	\$ 0.67	\$ 2.68
	1	1387030	BOOK SCRAP MEGASPACE 335X245MM	EA	\$ 1.07	\$ 1.07
	3	1288938	BOOK EX A4 96PG 8MM RULED EA	EA	\$ 0.72	\$ 2.16
	1	1069578	PAD GRAPH SPIRAX A4 5MM	EA	\$ 2.05	\$ 2.05
	1	1299131	PAD LECTURE SPIRAX 905 A4	EA	\$ 2.49	\$ 2.49
	5	1474685	PENCIL HB UNLACQUERED STAEDT	EA	\$ 0.22	\$ 1.10
	1	1952021	HIGHLIGHTER OMAX PK5 CHISEL	SET	\$ 5.54	\$ 5.54
	2	1312316	PEN BP PILOT BPS-GP BL MED PT	EA	\$ 2.35	\$ 4.70
	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	1174215	SHARPENER METAL 2HOLE EA	EA	\$ 1.24	\$ 1.24
	2	1475207	GLUE STICK LGE BL 35GM BOSTIK	EA	\$ 2.61	\$ 5.22
	1	1157469	PROTRAC CELCO PVC 180D X100MM	EA	\$ 0.33	\$ 0.33
	1	1157507	PROTRAC CELCO PVC 360D X100MM	EA	\$ 1.24	\$ 1.24
	2	1162977	PENCIL STAEDT EA RED COPY	EA	\$ 0.31	\$ 0.62
	2	1952099	PAPER TISSUE FACIAL EA OMAX	PK	\$ 1.20	\$ 2.40
THE FOLLOWING ITEMS MAY BE RETAINED FROM THE PREVIOUS YEAR						
	1	1291084	DICTIONARY OXFORD AUSTRALIAN	EA	\$ 17.95	\$ 17.95
	1	1113496	SCISSORS BLUNT END 160MM OMAX	EA	\$ 1.31	\$ 1.31
	1	1989030	CALC HANDHELD LS390H CANON	EA	\$ 13.50	\$ 13.50
	1	1032127	CLIPBOARD FOLDER OELEMENTS FC	EA	\$ 3.14	\$ 3.14
	1	1280074	FOLIO ART KRAFT A3 297X420MM	EA	\$ 1.13	\$ 1.13
	1	1421948	DIARY VISUAL ART DERWENT A5	EA	\$ 3.05	\$ 3.05
	1	1496891	GRAPHIC COMPASS 8PC MATH EA	EA	\$ 7.32	\$ 7.32
	1	1679619	PENCIL CLRD FABER CLASSIC BX12	BX	\$ 5.30	\$ 5.30
	1	1310879	CRAYON SCHOOL 52-100A CRAYOLA	PK	\$ 3.75	\$ 3.75
	1	1312766	MARKER CONNECTOR FABER PK10	PK	\$ 4.32	\$ 4.32
	1	1045725	RULER POLISHED TRUELINE 500/M4	EA	\$ 0.72	\$ 0.72
	1	1133969	ADHESIVE EC CRAFT PVA 250ML	EA	\$ 4.40	\$ 4.40
	1	2255804	TAPE MASKING OMAX 24MMX50M EA	EA	\$ 2.07	\$ 2.07
	1	1217178	TAPE TRANSPARENT OMAX 18MMX66M	EA	\$ 2.51	\$ 2.51
	10	1287702	PAPER LOOSE LEAF REFILL A4 8MM	PK	\$ 1.09	\$ 10.90
	1	1468340	DIVIDER MARB 35017 10 TAB A4	EA	\$ 3.75	\$ 3.75
	2	1947184	LEVER ARCH FILE OELEMENTS A4	EA	\$ 3.42	\$ 6.84
	1	1420305	PEN UNI BALL VISION UB187FBK	EA	\$ 2.83	\$ 2.83
THE FOLLOWING ITEM IS OPTIONAL						
	1	1466933	HEADSET MULTIMEDIA VERBATIM EA	EA	\$ 11.27	\$ 11.27
	1	1267876	PACKING & HANDLING CHARGE	EA	\$ 2.50	\$ 2.50

SECTION B TOTAL \$

If all items are purchased, the total cost would be \$156.08

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: \$ _____