



# **PARK LAKE STATE SCHOOL** **2020 BOOK LIST REQUIREMENTS**

This list contains the basic requirements needed for your child to begin the new 2020 school year. We ask that your child be provided with all the items on the attached booklist and ensure their belongings are clearly labeled/named.

**Book pack ordering commences on the 27<sup>th</sup> November and goes through to the 15<sup>th</sup> December, 2019.**

All Book Packs will be delivered to your home or office at \$9.95 incl GST per pack or family by requesting delivery when ordering. If you don't want home delivery you can collect your order from Pacific Office Supplies during office hours, Monday to Friday, 8am to 5pm or Saturday 9am to 12pm

## **Ordering**

Internet Ordering – All orders are to be placed using our online ordering facility which can be found at:

Web site address: **[www.pacificschoolsupplies.com.au](http://www.pacificschoolsupplies.com.au)**

Click on "Select School"

Choose your School

Click on the Year Level you wish to order

Select products and number required

Ensure Students Name is entered before adding to cart

**Repeat for multiple children (Multiple packs can be ordered on the same order)**

Proceed to checkout

Wait for delivery / Notification to collect

- All orders are to be placed before **Sunday 15<sup>th</sup> December 2019.**
- All orders placed after that date will be filled while stock is available and may delay completion of the order until after school resumes.
- Payment is to be made at the time of placing your order by credit/debit card
- Payments are processed manually and may take a couple of business days to appear on your account.

## **Delivery**

- Orders will not be available for collection at the School.
- Delivery is scheduled for the period 2<sup>nd</sup> to 18<sup>th</sup> Jan 2020. Late orders may be outside this period
- Orders not being delivered should be available for collection from 2<sup>nd</sup> to 18<sup>th</sup> Jan 2020. We will notify you by email once it is ready.
- **Please refrain from contacting us regarding delivery or collection of pack prior to 10<sup>th</sup> Jan 2019**

By selecting delivery you are providing us with the Authority to Leave (ATL) your order at your chosen address without a signature. Should we not be able to deliver your order for any reason a calling card will be left requesting you call to arrange collection.

## **Errors / Returns**

Please check your book pack within 48 hours of delivery and contact us immediately to rectify any errors. Errors/missing item claims outside this time period will not be accepted.

Stationery items on this book list are consumables and may require replacement during the 2020 year and are available from Pacific Office Supplies. **[www.pacificoffice.com.au](http://www.pacificoffice.com.au)**



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