

Stationery Orders - Terms and Conditions

ORDERS FOR 2025:

- **Via FLEXISCHOOLS (preferred):** Full book packs and partial orders – take note of cut off times/days for your preferred collection day in November pick up and cut off date for January orders
 - **22nd January, 2025 Pick-up:** Orders must be placed by **13th January, 2025.**
 - **23rd January, 2025 Pick-up:** Orders must be placed by **14th January, 2025.**
 - **24th January, 2025 Pick-up:** Orders must be placed by **15th January, 2025.**
- **HAND IN** at the Stationery Store – Full book Packs only (depending on volume of orders)
- **EMAIL Carmen Woo** at stationery@fernycross.eq.edu.au

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 date i.e., November 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, you can order on form in November/ December and pay in January on the above collection day.
- **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 2025 Year level, and leave at the **office** no later than **Friday 28th February 2025.** (**PLEASE NOTE: MUST BE GOOD QUALITY** to avoid costly damage to photocopiers). The school office distributes the reams of paper throughout the year.