

# Ferny Grove State School Stationery Store

T: (07) 3550 5359



## Terms and Conditions

- **ORDER PLACEMENT:** **ONLINE** at Flexischools (Preferred)  
**HAND IN** at the Stationery Store  
**EMAIL** to stationery@fernycroves.eq.edu.au
  - **DEADLINES/CUTOFFS FOR PLACEMENT OF ORDERS:**
    - **November/December** - ready for collection **two working days** after placement of order – to ensure stock availability in the last week of school, orders should be placed by **THURSDAY, 1 DECEMBER 2016**
    - **January** – ORDERS **MUST BE PLACED** by **FRIDAY, 9 DECEMBER 2016 to ensure stock availability**. (Stock is ordered from suppliers in December.) Flexischools orders accepted up till **WEDNESDAY, 11 JANUARY 2017**
    - **Flexischools** – Order by Sunday 3.00pm for collection from the following Wednesday.
  - **COMPLETING THE ORDER FORM:**
    - Complete a **SEPARATE** form for each student in Student's name (*not parent's*)
    - **DISCOUNTED PRICE** applies to the purchase of a **COMPLETE YEAR LEVEL STATIONERY PACK** only, **NO SUBSTITUTES**. Pack includes all booklists items except RI Booklet, Extras and Carry overs (order if required). All other sales are at full cost.
    - **REMEMBER** to include Student's name, Credit card details if using Visa/Mastercard and home address if requiring Delivery.
    - **CIRCLE** preferences i.e. **November/December/January** and **Home Delivery/Collect**.
    - Items marked \* **should** be carried over from 2016. Items marked # **must** be purchased but are not available through the Stationery Store.
  - **PAYMENT:** FLEXISCHOOLS or Cash, Mastercard, Visa, EFTPOS when placing or collecting order. **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.
- CREDIT CARD AUTHORISATION:**
- Payments for NOVEMBER/DECEMBER collection processed the day the order is received
  - Payments for JANUARY collection will be processed from 11<sup>th</sup> January
- **EXCHANGES/RETURNS:** Accepted within 7 working days. Covered, named or damaged items cannot be returned. Check your copy of the order against the items received, to ensure your order is correct. 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 **Student's Name** and **2017** Year level, and leave at the **Office** no later than **FRIDAY, 24 FEBRUARY 2017. (PLEASE NOTE: MUST be GOOD QUALITY** to avoid costly damage to photocopiers.) Teachers distribute the reams of paper throughout the year.

**OUT OF STOCK/STOCK NOT AVAILABLE TILL JANUARY** - if an item is out of stock/not available until January you will be notified at time of collection. Stock arriving before close of school term will be held for collection. Stock not available till January may be collected during opening hours the week before school commences. Uncollected stock will be placed in teachers' pigeon holes in the 1st or 2nd week of first term.

*PRIVACY NOTE: Your personal information is collected in accordance with the Ferny Grove State School P & C Association's Privacy Policy. Your privacy is important to us.*