



RUNCORN STATE SCHOOL

PREP YEAR REQUIREMENTS 2025



SCAN ME

This is a list of the basic requirements needed by your child to begin the new school year. This list has been carefully prepared by the teachers with specific items listed. By obtaining your book pack requirement through our supplier Olympia Office Products you will obtain exactly the correct items required (saving you time and money).

You may place your order in any of the following ways.

By Website:

You can order on your school website at www.runcornss.eq.edu.au and click on the booklist link, follow the prompts and place your order.

OR - Go to www.olympiabookpacks.com.au and type in the access for your school which is **RUNCORN25** and then follow the prompts to place your order.

OR – Click on the QR Code at the top right-hand corner of this page.

By Post or in Person: Olympia Office Products, Unit 1, 32 Annie Street, Coopers Plains 4108. Office Hours are Monday to Friday 8.30am to 4.45pm (payment form on back page)

By Email: Email to sales@olympiaonline.com.au.

Payment Options:

Manual School Orders, Post/Mail Orders – Payments can be made by Visa, Mastercard or Money order. Payment details are to be completed on the back of this form. Money orders are to be made payable to Olympia Office Products.

On Line Orders – Payments can be made by Visa, Mastercard or ZIP Pay and Afterpay

Orders placed in Person at Olympia Office Products – Layby Option, Visa, Mastercard, Money Order, Afterpay or Cash.

Special Lay-By Option:

Fill in your booklist form and bring into our office at Coopers Plains by 14 December 2024 and pay a \$20.00 (Non-Refundable) deposit for each pack submitted. Your book pack will be picked, packed and ready for you to collect and pay the balance at our office from the week commencing 13 January 2025. **This option is not available online.**

ALL ORDERS ARE TO BE SUBMITTED BY 14 DECEMBER 2024

Late Orders:

There are no additional fees for late orders, however, orders placed after the required submission date will not be picked and packed until after all orders that have been placed on time have been completed. This can take 3 weeks (excluding Christmas closure) for late orders. By placing your order on time, you will be ensured that your child starts the new school year with all of their required products.

OLYMPIA
OFFICE PRODUCTS

www.olympiabookpacks.com.au

Olympia Office Products, Unit 1, 32 Annie Street, Coopers Plains, Qld 4103 Ph: (07) 3275 1122,
E-mail: sales@olympiaonline.com.au Web: www.olympiabookpacks.com.au

Office Hours: Monday to Friday 8.30am – 4.45pm. Christmas Office Closures: Public Holidays and Weekends.

Home Delivery: has been subsidised by Olympia Office Products and is available at a small cost of **\$10.95 per DELIVERY ADDRESS** per school (regardless of the number of packs delivered). Please ensure all your family orders are placed TOGETHER, otherwise you will be charged for each pack. We DO NOT phone prior to delivery. If you are not home your order will be left in a safe dry place. Alternatively, you may choose to have your order delivered to a work or family/friend's address.

Pick Up – Olympia Office Products (No delivery fee) When your order is ready you will receive an email, text or phone call from Olympia Office Products to advise you that your order is ready. Pick up is available from Olympia Office Products, Unit 1, 32 Annie Street, Coopers Plains from Monday to Friday between 8.30am and 4.45pm once you have been advised that your order is ready for collection. This is a great option if you are going away on holidays over the Christmas period.

Pick Up is NOT AVAILABLE from Runcorn State School

Returns and Refunds:

Refunds or exchanges will be made on goods deemed faulty from the manufacturer. Please choose carefully. All orders are Firm Sale. Once orders are submitted and paid, no cancellations or changes can be made.

Business Office Hours:

Business Office Hours are Monday to Friday from 8.30am to 4.45pm. We are closed on weekends and Public Holidays.

“EARLY BIRD ORDERS”

PLACE YOUR BOOK PACK ORDER BY 20 NOVEMBER 2024

AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE

**SUBMIT YOUR ORDER BY 20 NOVEMBER 2024
TO GO IN THE DRAW**

WINNING STUDENT WILL HAVE THEIR BOOK PACK VALUE
REFUNDED

(Winner will be drawn and notified on Friday 22 November 2024)

ORDER FORM
(Detach & Return this side)
RUNCORN STATE SCHOOL

STUDENT NAME _____ Boy Girl
(Please Tick One)

STREET _____ **TELEPHONE** _____

SUBURB/TOWN _____ **POSTCODE** _____

PREP BOOK LIST 2025

DESCRIPTION	Quantity Required	PRICE EACH	Quantity Ordered	TOTAL PRICE
STATIONERY				
Exercise Book A4 25mm "Umbrella"	2	\$ 1.20		
Writer Premium Storybook 64 Page ½ Plain, ½ 24mm Ruled "Drill"	7	\$ 2.35		
Clear Mesh Pouch A3	1	\$ 4.75		
Manilla Folder Foolscap Buff	3	\$ 0.20		
Display Book A4 20 Pocket Assorted	2	\$ 1.65		
Crayons Twistaz Micador 12's	1	\$ 5.60		
Coloured Pencils Triangular JUNIOR Faber Castell 10's	1	\$ 5.15		
Bostik Blu Glue Stick 35gm	6	\$ 3.30		
Scissors Maped Koopy Kids No 5 13cm (Left & Right Handed)	1	\$ 3.15		
Magic Sponge Edco Merri Magic Microfibre 180x90x40	1	\$ 4.50		
A4 Magnetic Whiteboard Solid lined one side/plain other side Framed	1	\$ 7.50		
Faber-Castell Connector Whiteboard Marker Black	3	\$ 2.00		
Marker Whiteboard Fine Bullet Point 1-3mm Line Black	2	\$ 0.85		
Written Swipe Sleeve Single	1	\$ 3.00		
Pencil 2B Triangular Junior Grip	6	\$ 0.60		
Blue Tack 75gm	1	\$ 3.45		
Headphones MConnected Multimedia on Ear with Microphone 03	1	\$ 11.65		
Cardboard Sheet 510x635mm 200gsm (Delivered direct to school)	4	\$ 1.00		

Order Total \$

Tick Box if you require all recommended quantities.
Total Cost \$ 106.60

Children are also required to provide the following available from the School Uniform Shop
1 x Runcorn State School Printed Library Bag

Please bring all supplies on the first day.

Please Note: Cardboard Sheets 510 x 635mm will be delivered direct to the school.

