Patterson Lakes Primary School 2014 Requirements for Year 5

The attached order form lists items selected by Patterson Lakes Primary School as being required for Year 5 in 2014. Please read all the information on these forms and place your order by Tuesday 31st December 2013 to ensure delivery before Term 1 2014.

Place your order Online
For a fast, simple and secure way to place your order visit www.officemaxschools.com.au and follow these easy steps.

1. Search for your school: Patterson Lakes Primary School
2. Enter your school password: 1519BTS
3. Enter Student's Name and select their Year Level: Year 5
4. Select the quantities of items you wish to order. Click 'Add Items to Cart'.
5. Review the items in your shopping cart and proceed by selecting 'Order Online'.
6. Enter your contact details, delivery address and payment details. 'Place Order' to complete your order.

Payment methods available online are PAYPAL, VISA OR MASTERCARD. Your card will be charged immediately at the time of placing your order. An order confirmation will be sent to your specified email address.

DELIVERY SERVICE
Delivery is FREE for all orders placed on www.officemaxschools.com.au. All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. In the event that nobody is available to receive the delivery, the driver will attempt to find a safe place to leave your goods. In the event where the driver cannot locate a safe place to leave, a card will be left and your goods will be taken to the local Post Office for collection. Please note that PO Boxes are NOT allowed.

PACKING & HANDLING
ORDER BEFORE 31ST DECEMBER 2013 AND SAVE $9.95 ON PACKING & HANDLING
All orders placed prior to 31 December 2013 will incur a $6.95 Inc GST Packing & handling fee. All orders placed after 31 December 2013 will incur a $16.90 Inc GST Packing & handling fee.

MISSING ITEMS
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 directly to you via Australia Post.

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.

BACK ORDERED ITEMS
If a product is unavailable and cannot be substituted the product will be placed on back order. Back ordered items will be sent to the address of your initial order free of charge when OfficeMax receives the product from the supplier.

The Swimming Program at Patterson Lakes Primary is currently under review due to the new Australian Curriculum requirements.

Families will be informed about the 2014 program prior to the end of this year and a separate invoice/account will be sent home in 2014.

Please contact OfficeMax on 1800 004 427 with any queries. For full terms & conditions and other important information regarding your order, please visit our FAQ page at www.officemaxschools.com.au
Section D: Buildings Tax Deductible Fund (Voluntary Donation)

50208095 Used to fund the school's ongoing refurbishment program of all classrooms and buildings. This fund is governed by Australian Taxation Office regulations and may be claimed as a tax deduction on your 2013-2014 tax return as a gift to an approved Buildings Fund.

** Please retain the invoice in the stationery box, this is your receipt for Tax Purposes **

SECTION D SUBTOTAL (PER FAMILY) 1 EA $60.00 $60.00

Section E: Inclusion and Exclusion Levy

5020921 The Inclusion and Exclusion levy covers the cost of additional year level excursions and activities held throughout the school year. A schedule of excursions will be sent home to families at the beginning of 2014 when bookings have been finalised.

SECTION E SUBTOTAL (PER CHILD) 1 EA $120.00 $120.00

Section F: Year 5 Camp

5021006 The Year 5 Camp will be held at Sovereign Hill from the 15th - 18th September 2014 (inclusive). The Sovereign Hill Camp forms a major part of the Year 5 curriculum during Term 3. A parent information session will take place prior to the camp.

SECTION F SUBTOTAL (PER CHILD) 1 EA $260.00 $260.00

GRAND TOTAL: $744.07

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