



# **BRASSALL STATE SCHOOL**

## **YEAR 4 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.brassallss.eq.edu.au](http://www.brassallss.eq.edu.au) and click on the booklist link, follow the prompts and place your order.

**OR** - Go to [www.olympiabookpacks.com.au](http://www.olympiabookpacks.com.au) and type in the access for your school which is **BSS43** 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](mailto:sales@olympiaonline.com.au).

### **Payment Options:**

Postal/Email 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, ZIP Pay or 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 between 5 to 15 business days 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](http://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](mailto:sales@olympiaonline.com.au) Web: [www.olympiabookpacks.com.au](http://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** (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 your work address.

**Pick Up – Olympia Office Products (No delivery fee)** of orders is also available. You must wait until you receive an email from Olympia Office Products to advise you that your order is ready. Pick up is only available from Olympia Office Products, Unit 1, 32 Annie Street, Coopers Plains from Monday to Friday between 9.00am and 4.45pm once you have been advised that it is ready for collection.

**Pick up - Brassall State School (No delivery fee) Distribution days are at the school** – Your order will be packed and available to be collected from the school on the following days:

**SCHOOL PICK UP DAYS**

|   |   |
|---|---|
| (For orders placed by 15 <sup>th</sup> November 2024) | (For orders placed by 14 <sup>th</sup> December 2024) |
| <b>11th December 2024</b>                             | <b>22nd January 2025</b>                              |
| <b>Between</b>  | <b>Between</b>  |
| <b>9.00am – 11.30am</b>                               | <b>9.00am – 11.30am</b>                               |

**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 15<sup>th</sup> NOVEMBER 2024**

**AND GO INTO THE DRAW TO HAVE IT SUPPLIED FREE**

**SUBMIT YOUR ORDER BY 15 NOVEMBER 2024  
TO GO IN THE DRAW**

**WINNING STUDENT WILL HAVE THEIR BOOK PACK VALUE  
REFUNDED**

(Winner will be drawn and notified on Monday 18 November 2024)

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

**ORDER FORM**  
**(Detach & Return this side)**

**BRASSALL STATE SCHOOL**

**STUDENT NAME** \_\_\_\_\_  Boy  Girl  
(Please Tick One)

**STREET** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

**SUBURB/TOWN** \_\_\_\_\_ **POSTCODE** \_\_\_\_\_

**YEAR 4 BOOK LIST 2025**

| DESCRIPTION | Quantity Required | PRICE EACH | Quantity Ordered | TOTAL PRICE |
|-------------|-------------------|------------|------------------|-------------|
|-------------|-------------------|------------|------------------|-------------|

**SECTION A - TEXTBOOKS**

|                                     |   |          |  |  |
|-------------------------------------|---|----------|--|--|
| Sound Waves Spelling Student Book 4 | 1 | \$ 17.95 |  |  |
|-------------------------------------|---|----------|--|--|

**SECTION A - STATIONERY**

|  |   |         |  |  |
|--|---|---------|--|--|
| Exercise Book – Year 3/4 A4 48 Page                                  | 5 | \$ 0.95 |  |  |
| Grid Book – 10mm Squares A4 96 Page                                  | 2 | \$ 1.65 |  |  |
| Exercise Book – A4 64 Page   | 5 | \$ 0.95 |  |  |
| Scrap Book – 72 Page Blue  | 2 | \$ 1.95 |  |  |
| Clipboard Folder A4 – Assorted Colours                               | 1 | \$ 3.75 |  |  |
| Display Book – A4 20 Pocket  | 1 | \$ 1.65 |  |  |
| Handy Pouch A4   | 1 | \$ 3.30 |  |  |
| Pencil HB – Osmer Premium (Box 20)                                   | 2 | \$ 4.95 |  |  |
| Ballpoint Pen – Fine Red   | 2 | \$ 0.40 |  |  |
| Markers – Micador Fine Tip (Pack 12)                                 | 2 | \$ 2.20 |  |  |
| Coloured Pencils - Osmer (Pack 12)                                   | 2 | \$ 2.30 |  |  |
| Osmer Barrell Sharpener 2 Hole                                       | 2 | \$ 0.95 |  |  |
| Eraser Large in Sleeve   | 4 | \$ 0.40 |  |  |
| Glue Stick – UHU ReNature Blu Stick 40gm                             | 4 | \$ 2.65 |  |  |
| Scissors Osmer 140mm   | 1 | \$ 1.65 |  |  |
| Ruler – Wooden 30cm – CM'S ONLY                                      | 1 | \$ 0.65 |  |  |
| Highlighters (Wallet of 6)   | 1 | \$ 5.45 |  |  |
| Whiteboard Marker Osmer Fine Tip - (Pack 4)                          | 4 | \$ 3.95 |  |  |
| Pencil Case – Large Tartan 34cm x 17cm                               | 1 | \$ 2.75 |  |  |
| Tissues – Box 180 2ply (Delivered direct to school in bulk)          | 2 | \$ 1.90 |  |  |
| A4 White Paper 80gsm Initiative (Delivered direct to school in bulk) | 1 | \$ 6.95 |  |  |

**SECTION B - ITEMS THAT MAY BE RETAINED FROM PREVIOUS YEARS**

|   |   |          |  |  |
|---|---|----------|--|--|
| Macquarie Budget Dictionary             | 1 | \$ 9.95  |  |  |
| Calculator – Sharp EL231                | 1 | \$ 10.95 |  |  |
| Headset Multi Media with Volume Control | 1 | \$ 8.75  |  |  |
| Recorder – Yamaha                       | 1 | \$ 13.95 |  |  |
| Library Bag                             | 1 | \$ 6.50  |  |  |

**Order Total**      \$

- Tick box if you only require all items in Section A.**  
**Total Cost    \$ 114.20**
- Tick box if you require all items in both Sections A & B.**  
**Total Cost    \$ 164.30**

**ALL STATIONERY AND EQUIPMENT IS REQUIRED TO BE AT SCHOOL ON THE FIRST DAY**

Children are also required to provide the following (available from the Uniform Shop)

**1 x Chair Bag**

Please  
Tick  
  
Home Delivery

Please  
Tick  
  
School Pick-up 11/12/24

Please  
Tick  
  
School Pick-up 22/1/25

Please  
Tick  
  
Olympia Office Pick Up

Please  
Tick  
  
Special Lay-By Option  
Olympia Office

**METHOD OF PAYMENT**

TICK Money Order enclosed      TICK Credit Card (Please complete next section)  
..... Afterpay (online/in-store)..... Cash (Only at Olympia Office Products Office)  
(Please make all cheques payable to "Olympia Office Products")

**HOME DELIVERY**

Delivery Address (if different from home address) .....

.....

Any special delivery instructions: .....

.....

..... (eg. Place to leave order/s if not home, dog problem etc)

**TOTAL OF THIS ORDER:** .....-.....

**NAMES OF ANY OTHER ORDERS PLACED:**

..... Year ..... Total .....-.....  
..... Year ..... Total .....-.....  
..... Year ..... Total .....-.....

Please staple all of your orders together for ease of processing

**THERE IS A \$10.95 CHARGE PER DELIVERY ADDRESS ....10-95...**

**OVERALL TOTAL \$.....-.....**

**CREDIT CARD ORDER**

Name of cardholder.....

Address.....Telephone (.....).....

Email.....

Suburb/Town.....Post Code .....

(Delete the one that doesn't apply) Charge my **VISA / MASTERCARD/AMEX**

CARDHOLDER NUMBER : \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

EXPIRY DATE : \_\_/\_\_

3 DIGIT SECURITY CODE : \_\_\_\_ (Located on Signature Strip on Back of Card)

CARDHOLDER SIGNATURE .....

Please check your order carefully. Once your order has been placed and payment has been made, no changes can be made.  
Refunds or exchanges are only available on products deemed faulty by the manufacturer.