



The SCOTS PGC COLLEGE Uniform Shop can supply all of your school stationery needs with the option to purchase entire packs or individually requested items.

FILLING IN YOUR STATIONERY ORDER FORM

- **Select the tab** at the bottom of the spreadsheet **for the year level** required
- Write the **student's name** at the top of the form for their year level
- **Three options** for supply are provided where applicable:

Option 1 = Supply of **all General Stationery items** listed above **OPTION 1: PACK 1** on the form to receive a 10% discount on RRP

Option 2 = Supply of **all OPTION 1: PACK 1 items** and any **ADDITIONAL ITEMS** you require to receive a 10% discount on RRP. Insert the Quantity of "**Additional Items**" in the **Shaded Column to the right** and **Option 2 TOTAL calculates automatically.**

NOTE: Only marked items will be supplied

Option 3 – **Request individual items as required** - **Insert the Quantity** you require in the **Shaded Column to the right** and **Option 3 TOTAL calculates automatically.**

NOTE: Only marked items will be supplied and discounts do not apply

- Indicate your chosen option by **placing the Total Amount Payable in the shaded box**
- **ENTER your Name and Contact Details: Phone Number & Email Address** in the section provided at the bottom of the form

SUBMIT COMPLETED ORDER FORM

- Please **SUBMIT YOUR ORDER by November 24th, 2017** to guarantee the availability of all items
- Orders will be ready for **collection from 8th January, 2018.**
- **Early collection:** If required, stationery packs may be available for pick up prior to the end of Term 4. Please order early and advise the Uniform Shop accordingly when submitting your order.
- **Submit your ORDER FORM along with your PAYMENT** to the **Uniform Shop** (Open: Monday, Wednesday, Friday) or email uniformshop@scotspgc.com.au

PAYMENT



- **Payment must be made at the time the order is placed** by credit card, cash, cheque or money order (payable to SCOTS PGC COLLEGE). **Uniform Shop staff will contact you** for your credit card details if you are submitting your order via email.

SUBMITTING A LATE ORDER

If you **missed submitting your order** by November 24th, 2017 whilst we will endeavour to supply all items we cannot guarantee stock levels for late orders.

REFUNDS AND RETURNS

Return of stationery items will only be accepted where items are **unopened / unused and returned** to the Uniform Shop **before January 23rd, 2018**. Refunds shall be credited to the Family Account.

COLLECTING STATIONERY PACKS

Pick up of pre-packed stationery orders will be **available** from the **SCOTS PGC COLLEGE Uniform Shop** from **8th January, 2018**, unless arrangements have been made for earlier collection.

ENQUIRIES

Uniform Shop staff are happy to assist with any enquiries or concerns with completing your stationery order.

CONTACT DETAILS

Uniform Shop Coordinator: Deb Perry

Phone: 07 4666 9892

Email: uniformshop@scotspgc.com.au

Uniform Shop Hours: Monday, Wednesday, Friday 8.15am – 12.30pm & 1.30pm - 4.00pm

Uniform Shop Christmas Closure: 11 December, 2017 to 7 January, 2018

Thank you for your support in purchasing through the Uniform Shop.