
Uniform Shop – Stationery Orders

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.

COMPLETING YOUR STATIONERY ORDER FORM

1. Open the Excel spreadsheet – 2021 Stationery Order Form.xls
2. Select the tab at the bottom of the spreadsheet for the year level required
3. Record the student's name at the top of the form for the required year level
4. Various 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

5. Indicate your chosen option by placing the Total Amount Payable in the shaded box
6. Enter your name and contact details (phone number and email address) in the section provided at the bottom of the form.

SUBMIT YOUR COMPLETED ORDER FORM

- Please SUBMIT YOUR ORDER by **November 27th, 2020** to ensure the availability of all required items
- Orders will be ready for collection from **January 13th, 2021**.
- **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.
- **Late orders:** will be accepted. We will endeavour to supply all items required, however some items may not be available.
- Submit your ORDER FORM along with your PAYMENT to the Uniform Shop (Open: Monday, Wednesday, Friday) or email uniformshop@scotspgc.com.au

60 Oxenham Street Warwick Queensland 4370
p + 07 4666 9892 e + uniformshop@scotspgc.com.au
Uniting Church in Australia Property Trust (Q). CRICOS 00537M



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PAYMENT

Indicate your preferred payment option (EFTPOS or Invoiced to your family account). **Uniform Shop staff will contact you** for your credit card details if you are submitting your order via email. Please do not include your credit card details on your order form.

REFUNDS AND RETURNS

Return of stationery items will only be accepted where items are unopened / unused and returned to the Uniform Shop by January 29th, 2021. 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 **January 13th, 2021**, 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 | January 2021 – Open daily Monday to Friday from January 13th to January 29th Hours:
8:15 am -12:30pm and 1:30pm to 4:30pm

Uniform Shop Christmas Closure: 9th December, 2020 to 13th January, 2021

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