

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

- Select the relevant year level tab at the bottom of the spreadsheet
- Type the student's name at the top of the form for their year level
- Insert the required quantities of each item in the shaded column on the right
- The Total Amount payable calculates automatically
- Enter your name and Contact Details: Phone Number & Email Address in the section provided at the bottom of the form

### PAYMENT

- Tick the box for 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.

### SUBMIT COMPLETED ORDER FORM

- Please submit your order by **26 November, 2021** to ensure the availability of all required items
- Late orders will be accepted. We will endeavour to supply all items required, however some items may not be available.
- Submit your order form via email or drop it into the Uniform Shop or Reception
  - Uniform Shop (Open: Monday, Wednesday, Friday)  
Email: [uniformshop@scotspgc.com.au](mailto:uniformshop@scotspgc.com.au)

### COLLECTING STATIONERY PACKS

Pick up of pre-packed stationery orders will be available from the SCOTS PGC College Uniform Shop from **12 January 2022**, unless arrangements have been made for earlier collection. Please note: if you are planning to make uniform purchases in January when collecting stationery packs you will need to arrange an appointment to shop.

- **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.

Prep to Year 12 + Boarding Years 5 to 12

60 Oxenham Street Warwick Queensland 4370

p + 07 4666 9811 e + [postbox@scotspgc.com.au](mailto:postbox@scotspgc.com.au)

Uniting Church in Australia Property Trust (Q). CRICOS 00537M



## REFUNDS AND RETURNS

- Return of stationery items will only be accepted where items are unopened / unused and returned to the Uniform Shop by 28 January 2022.
- Refunds shall be credited to the Family Account.

## 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](mailto:uniformshop@scotspgc.com.au)

## UNIFORM SHOP HOURS

**January 2022 – Open daily |** Monday to Friday from 12 January to 25 January

Hours: 8.15am – 12.30pm & 1.30pm – 4.00pm

**Uniform Shop Christmas Closure:** 9 December, 2021 to 11 January, 2022

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

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+ spirit + tenacity + authenticity + excellence + respect

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