



## YEAR 1 STATIONERY LIST 2018

Please return your list to our preferred supplier to guarantee supply on time.

Students Name _____	Albany OPD Account _____
Contact Number: _____	GIRL / BOY <input type="checkbox"/> Tick for Complimentary Name Labels ( <input type="checkbox"/> )

Rule out the whole line using pen, of those items you do not wish to purchase.

Code	Qty	Item Description	Each	Total
230008	5	SCRAP BOOK TUDOR JUNGLE 64 PAGE 335X240	\$1.45	\$7.25
300845	2	GLUE STICK ARTLINE 40GRM	\$3.50	\$7.00
400236	1	CLIPFOLDER A4 MARBIG PVC ASSORTED	\$3.95	\$3.95
400870	1	DISPLAY BOOK A4 ASSORTED	\$1.75	\$1.75
450549	1	QUARTET WHITEBOARD MAGNETIC DOUBLE SIDED LAP 200X300	\$8.95	\$8.95
480009	1	DELI ZIP CASE MESH A4 CLEAR	\$3.50	\$3.50
600515	1	BIC TURN & COLOUR CRAYONS PK12	\$5.95	\$5.95
600559	1	ARTLINE SUPREME WHITEBOARD MARKER WALLET 4	\$8.40	\$8.40
600601	2	PENCIL RED CHECKING FABER	\$0.50	\$1.00
600808	1	ARTLINE 70 PERMANENT MARKER BLACK	\$3.75	\$3.75
680126	1	CAPRI FACIAL TISSUES PACK 200	\$2.35	\$2.35
700014	1	VERBATIM HEADSET WITH VOLUME CONTROL	\$12.50	\$12.50
<b>ART</b>				
400523	1	DISPLAY BOOK A3 MARBIG BLACK <i>OR FROM PREVIOUS YEAR</i>	\$7.50	\$7.50
230289	1	VISUAL ART DIARY A4 QUILL 120 PAGE BLACK <i>OR FROM PREVIOUS YEAR</i>	\$4.75	\$4.75
<b>READING BAG</b> <i>TO BE PURCHASED AT CLOTHING SHOP OR FROM PREVIOUS YEAR</i>				
<b>LIBRARY BAG</b> <i>TO BE PURCHASED AT CLOTHING SHOP OR FROM PREVIOUS YEAR</i>				
<b>ART SHIRT / SMOCK</b> <i>TO BE PURCHASED AT CLOTHING SHOP OR FROM PREVIOUS YEAR</i>				
<b>Total</b>				<b>\$78.60</b>

**PLEASE SUPPORT OUR SCHOOL BY USING OUR PREFERRED SUPPLIER**  
**ALBANY OFFICE PRODUCTS DEPOT**  
**15-20% OF THE COST OF YOUR BOOKLIST ORDER IS DONATED TO OUR SCHOOL**

**Your booklist can be returned by:**

**Online:** [www.albanyopd.com.au/booklists](http://www.albanyopd.com.au/booklists) (see over page for easy steps)

**Email:** [booklists@albanyopd.com.au](mailto:booklists@albanyopd.com.au)

**Fax:** 08 9842 6899

**In Person:** Drop into Albany Office Products Depot - 39 Sanford Road ALBANY WA 6330

# HOW TO ORDER 2018 STATIONERY LIST

Please return your booklists ASAP to guarantee the items required are available. Lists can be returned as early as November, giving you the option to collect before Christmas, or we can conveniently store them for you until the end of January 2018.

Your booklists can be returned by:

- Online: [www.albanyopd.com.au/booklists](http://www.albanyopd.com.au/booklists) (see below for easy steps)
- Email: [booklists@albanyopd.com.au](mailto:booklists@albanyopd.com.au)
- Faxed: 9842 6899
- Dropped into Albany Office Products Depot at 39 Sanford Road ALBANY WA 6330

Once received, your Booklist will be picked, packed and will generally be ready for collection the next business day, however we will hold your order until it is convenient for you to collect. If you wish to visit our store, we can assist you to pick your booklist without delay. If you have a business account with Albany Office Products Depot, you can also elect to have your picked booklists delivered to your business address.

When collecting your booklists, payment can be made by Cash, Cheque, Credit Card, or charged to your business account.

Should you wish to receive 84 free name labels, please select the 'Complimentary Name Labels' option on your booklists.

We are locally owned and operated and have been providing Back to School Stationery to local schools for 17 years. Our experienced and dedicated team will be more than happy to provide assistance with your booklists if required.

## Trading hours:

Monday to Friday 8.30am till 5.30pm

Saturday 9.00am till 12.00noon

Closing over Christmas/New Year from 22<sup>nd</sup> December and reopening on the 2nd January 2018

**\*\*ORDER ONLINE\*\***

To be in the draw to win

1 of 20

Brother Labelling Machines

## HOW TO PLACE YOUR ORDER ONLINE

1. Navigate to [www.albanyopd.com.au/booklists](http://www.albanyopd.com.au/booklists) and select your school and year level
2. Enter the students name at the top, adjust the quantities next to each item as required and click the 'Add to Order' button
3. Scroll to the bottom and click Continue Checkout
4. Fill in your details, click Next and then click Submit Order

**NOTE: If you wish to have invoiced to your "business account" please enter your business name in the 'Shipping Instructions' box prior to clicking Submit Order**



**ALBANY OFFICE PRODUCTS DEPOT WILL DONATE 15-20% BACK TO YOUR SCHOOL**