

## SYMONS EDUCATIONAL SUPPLIES

### St Francis Xavier Booklist Ordering Instructions for BTS 2010

Please note: Certain items from the Year One booklist whilst ordered online will not be home delivered, but delivered directly to your child's classroom as noted on the Year One booklist.

#### On-line Ordering

- ❖ Place your order from 27<sup>th</sup> October 2009 and pay by Visa/Mastercard/American Express and your order will be processed and home delivered within the first two weeks of January 2010 prior to school commencing.
- ❖ To use the internet ordering system, go to the [www.symons-ed.com.au](http://www.symons-ed.com.au) and follow the links. Enter your School logon code **STF01** (STFzero1) and follow the prompts. Should you lose this letter, please contact Symons Educational Supplies by email for your School logon code, [info@symons-ed.com.au](mailto:info@symons-ed.com.au). Should any parent not have on-line access please contact Symons on 07 5531 3633 for alternative arrangements.
- ❖ The prices shown on the booklist are for St Francis Xavier on-line orders only. Any purchases made directly through Symons (at 117 Olympic Circuit, Southport) will be charged full retail price. This includes any orders not received on-line prior to the 13<sup>th</sup> November 2009.

#### STEP BY STEP ORDERING INSTRUCTIONS

- ❖ Click on *School Orders* button.
- ❖ Enter your School logon code **STF01**
- ❖ Select your Year level and click the *Display Booklist* button.
- ❖ Please ensure that you read the *Order Documentation*.
- ❖ Fill in the details of your child's name, address and contact details.
- ❖ Should you require a full pack, just click the *Full Order* button. If a full pack is not required, just tab to the qty column and key in the number required.
- ❖ Click on *Submit Order* button.
- ❖ Should you have additional students, click on *Next Student* button, if not click on *Shopping Cart* button.
- ❖ Click on the *Pay Now* button – this will take you through to a secure payment area with ANZ bank.
- ❖ Click on the type of credit card you wish to pay with (eg. Visa, Mastercard or American Express)
- ❖ Fill in your credit card details and click on the *Enter Payment* button.
- ❖ A confirmation will be forwarded to you at the email address you have included.
- ❖ Once your credit card payment has been approved, you will receive an Order Confirmation on screen. A confirmation will also be forwarded to the email address you have included in your child's details. Please retain your **ORDER REFERENCE NUMBER** for any queries you may have.
- ❖ Should you not receive confirmation and Order Reference Number, please contact Symons Educational Supplies on 07 5531 3633.

### REMEMBER TO PLACE YOUR ORDER BY **FRIDAY 13 NOVEMBER 2009**

As the on-line order website ends at close of business on Friday 13<sup>th</sup> November 2009, positively **NO** late orders can be accepted – therefore purchases will need to be made directly through Symons at full retail price.



**SYMONS EDUCATIONAL SUPPLIES**  
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