



MELVILLE PRIMARY PRIMARY SCHOOL PRE-PRIMARY 2019 REQUIREMENTS



IMPORTANT:

- When ordering online please make sure you use the **correct** code (ie some schools have the option of pick up or delivery). You can only opt for pick up if you place your order **before** the return date on your booklists.
- Any delivery orders NOT paid for will not be processed. Please ensure you have PAID for all delivery orders.
- If ordering online, please retain 'confirmation of payment' email that you would have been sent once you paid for your order. Any queries about payment please contact enquiries@ziggies.net.au
- **PARTICIPATING IN THIS PROGRAM HELPS YOUR SCHOOL COMMUNITY RAISE IMPORTANT FUNDS FOR SCHOOL RESOURCES.**
- Any further queries about our Returns policy, trading hours etc please visit ziggies.net.au/support-for-parents/
- **BY ORDERING ONLINE, YOU GO INTO THE DRAW TO WIN 1 OF 10 \$200 PRE-PAID VISA CARDS (valid for online orders placed by the 16th December 2018).**

HOME OR BUSINESS DELIVERY (MUST BE PRE-PAID):

- Any delivery orders NOT paid for will not be processed. Please ensure you have PAID for all delivery orders.
- **Order online by 20TH November 2018.**
- Visit booklists.ziggies.net.au School code: **MELD** Year: **Pre-Primary** Password: **ZZY050**
- **Postage is \$6.00 per child or \$10.00 per family (for instructions on family delivery see below).**
- Select "*delivery per family*" option on the first child's order, then for every additional order, select the "*additional child*" option. You will be charged \$10.00 delivery on the first child's order, and \$0.00 delivery for each additional child's order. **Please put the full name & year level of each sibling in the "comments" area so that we can ensure all orders are sent together.**
- You will receive an email from Australia Post when your order is dispatched with a tracking number, which can be used to track your parcel on www.auspost.com.au.
- We recommend using a **business address** for delivery as all parcels must be signed for. If you are not home to receive the parcel it will have to be collected from the relevant Post Office. **Please ensure that you enter the name of the business.**
- If you are planning to be away on holidays, please enter the name and address of a friend or relative who can receive the parcel on your behalf.

PRE-ORDERED SCHOOL SHOP PICK-UP:

- **Return your list to school by 15th November 2018.**
- **Tick the items you wish to purchase.**
- To pre pay, complete the payment information (if paying by card) or return the list with a cheque made out to Ziggies Educational Supplies.

OR

- Order online up to **20th November 2018** and choose school pick-up.
- Visit booklists.ziggies.net.au School code: **MEL** Year: **Pre-Primary** Password: **ZZY050**
- To pre pay, complete the payment information online.
- For payment on collection, credit card, EFTPOS & cash facilities are available– **no cheques** will be accepted on the day of pick-up.
- If you have chosen the pick-up option & know that you are not available to attend the pick-up day, a friend or relative may collect the bag on your behalf. Uncollected orders will be kept at the school.
- **Collect your pre-packed bag from the Undercover Area on Thursday 31st January from 8:00am – 9:30am.**

LATE ORDERS:

Orders placed after the 20th November 2018 can only be for home delivery.

Postage will be **\$8.00 per child or \$12.00 per family.**

Delivery before the start of school cannot be guaranteed for orders placed after 14th January 2019.

ZIGGIES EDUCATIONAL SUPPLIES

Email: enquiries@ziggies.net.au

Phone: 9455 3717

PLEASE TEAR OFF THIS COVER PAGE TO KEEP AS A REMINDER



MISSING ITEMS:

If you have any items missing from your pack that are not listed as being on back order, please notify us within 7 days of receiving your order by emailing enquiries@ziggies.net.au. Any claims made after this date will not be accepted.

REFUNDS:

Refunds will be granted for textbooks/workbooks on your Requirements List that are in **PERFECT** condition up to the **17th February 2019 or 14 days from date of purchase** (whichever is the latter). PERFECT condition = still wrapped in packaging, no name written on, no bent corners, no book covering.

NO REFUNDS WILL BE ISSUED FOR DIGITAL PRODUCTS WHICH HAS HAD THE CODE SCRATCHED OFF/OR SEAL HAS BEEN BROKEN.

NO REFUNDS WILL BE ISSUED FOR ITEMS MARKED WITH A #, THESE ITEMS ARE FIRM SALE.

Ziggies will gladly refund or exchange any items deemed faulty from the manufacturer.

YOU MUST BRING IN YOUR RECEIPT. A REFUND WILL NOT BE GIVEN IF THE RECEIPT IS NOT PRESENTED.

SELF SERVICE:

Trading hours: Mon – Fri 9:00am – 5:00pm
Sat 9:00am – 1:00pm

Extended hours: Sat 2nd Feb 9:00am – 3:00pm
Sun 3rd Feb 11:00am – 4:00pm
Mon 4th Feb 8:00am – 6:00pm
Tues 5th Feb 9:00am – 6:00pm
Closed all public holidays

Visit us at: **1/180 Bannister Rd**
Canning Vale WA 6155
enquiries@ziggies.net.au
9455 3717

Shop 31, 57 Joondalup Drive (off George Grey Place)
Joondalup WA 6027
northstore@ziggies.net.au

How to shop: The bin locations listed on the left hand side of your requirements list correspond to the numbers on tags underneath each item in store. These numbers run in numerical order.

Please note that the last two weeks of January are EXTREMELY busy in store. We encourage you to arrange your orders as soon as you can.

Please cut along this line and retain this slip as a reminder

PARENTS TO SUPPLY:

Collect books and uniforms from the undercover area

PLEASE MARK ALL CLOTHING ITEMS WITH YOUR CHILD'S NAME

Your parcel will be available from the Undercover Area on:
Thursday 31st January from 8:00am – 9:30am.

You may pay via cash, credit card or EFTPOS on the day.
No cheques will be accepted on collection day.

Surname:

First Name:

Total: \$

**MELVILLE PRIMARY SCHOOL
PRE-PRIMARY**

MELVILLE PRIMARY SCHOOL PRE-PRIMARY 2019

Student Name: _____ Parent Name: _____

Parent Contact #: _____ Email Contact: _____

PLEASE TICK THE ITEMS YOU WISH TO PURCHASE

BIN LOC	ITEM	NOTES	<input checked="" type="checkbox"/>	QTY	PRICE EA	TOTAL
PERSONAL ITEMS FOR STUDENT USE						
0092	Crayons Texta Zoom Twist Case 12 #		<input type="checkbox"/>	1	\$7.40	\$7.40
0140	Dividers A4 Cardboard 5 Tab Coloured Marbig Bright		<input type="checkbox"/>	1	\$1.25	\$1.25
0236	Glue Stick Bostik Blu 35g #		<input type="checkbox"/>	2	\$2.80	\$5.60
0273	Lever Half Arch File A4 65mm Insert White	(Please do not substitute)	<input type="checkbox"/>	1	\$10.95	\$10.95
0278	Marker Artline 70 Black #		<input type="checkbox"/>	1	\$3.40	\$3.40
0338	Marker Whiteboard Artline 579 Chisel Black #		<input type="checkbox"/>	1	\$3.55	\$3.55
0380	Pen Artline 210 0.6mm Black #		<input type="checkbox"/>	4	\$3.35	\$13.40
0399	Pencil Case Jumbo Tartan 2 Zip 375x264mm	(Please do not substitute)	<input type="checkbox"/>	1	\$4.05	\$4.05
0414	Pencil Coloured Faber Grip Triangular 20 & Sharpener		<input type="checkbox"/>	1	\$12.50	\$12.50
0463	Pencil Triangular Faber Standard 2B		<input type="checkbox"/>	4	\$0.85	\$3.40
SUBTOTAL						\$65.50

PLEASE TICK IF ALL OF THE ITEMS ABOVE TO BE PURCHASED

VOLUNTARY SCHOOL CONTRIBUTIONS

C	Melville Primary Contribution Per Child	<input type="checkbox"/>	1	\$60.00	\$60.00
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VOLUNTARY P&C CONTRIBUTIONS

Please select ONLY ONE of the contributions below for your family, and mark on your ELDEST child's list only

C	Melville Primary P&C Contribution	<input type="checkbox"/>	1	\$30.00	\$30.00
C	Melville Primary P&C Contribution	<input type="checkbox"/>	1	\$50.00	\$50.00
C	Melville Primary P&C Contribution	<input type="checkbox"/>	1	\$75.00	\$75.00
C	Melville Primary P&C Contribution	<input type="checkbox"/>	1	\$100.00	\$100.00

***If you would like to pay another amount, please pay directly to the School (see following information)**

Parents can pay their contribution using EFTPOS, CHEQUE or CASH

8:00am - 9:30am on Thursday 31st January 2019 is the day to pay contributions

← PLEASE SEE PREVIOUS PAGE FOR PARENTS TO SUPPLY

GRAND TOTAL: \$ _____

2019 PERSONAL ITEMS LIST - PAYMENT DETAILS - ZIGGIES EDUCATIONAL SUPPLIES

If pre-paying by credit card, please fill out the information below:

Card Type: Mastercard Visa (American Express is not accepted)

Card Number: _____ / _____ / _____ / _____ Expiry: ____ / ____

Cardholder's Name: _____ Signature: _____

*By signing above, you authorise Ziggies Educational Supplies to debit your account for the above order.

Prices are subject to change without notice All prices include GST

NO REFUNDS WILL BE ISSUED FOR ITEMS MARKED WITH A #, THESE ITEMS ARE FIRM SALE.