



MIAMI STATE SCHOOL

2017

REQUIREMENTS

This is a list of essential requirements to begin the 2017 school year. This list has been carefully prepared by the teachers with specific items & brands listed. Please read all the information below carefully, and place your order as per the instructions.

If you wish to purchase any of these items independently can you please ensure that children are not supplied with novelty erasers, electric sharpeners or inappropriately sized pencil cases.

ORDERING OPTIONS

- This year your orders **MUST BE PLACED AS FOLLOWS:**
 1. Through an on-line ordering system. When ordering on-line please go to the Symons Website: www.symonsed.com.au and follow the prompts. The School Booklist logon code is MIA02 (MIA ZERO 2). All orders can be placed from **7 November 2016**.
 2. If you do not have access to on-line ordering, please complete the relevant form and leave it at the **SCHOOL ADMINISTRATION** for collection by Symons Educational Supplies, or alternatively you can leave your completed order at the Symons Educational Supplies **OFFICE**, 127 Olympic Circuit, Southport.

PAYMENT OPTIONS

- When ordering on-line, payment must be by CREDIT/DEBIT CARD, this will be processed immediately and 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.
- If leaving your completed order at the School Administration for Symons Educational Supplies to collect, CREDIT CARD details must accompany the order. **No** cheques or cash can be accepted at the school office.
- If submitting your order at Symons Educational Supplies, cash or credit card/debit card details must accompany your order.
- If you have any difficulty with completing any of the above options, please contact LEE FOREMAN at Symons Educational Supplies directly on (07)55313633, Monday to Friday during the hours of 9.30am – 3.30pm.
- 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 info@symonsed.com.au , **as your order has not been received.**

ORDER DEADLINES AND DELIVERY/COLLECTION

- All On-line orders will close on 9th December, 2016.
- Orders may be dropped off at Symons Educational Supplies up to 16th December, 2016 for Home Delivery between 5th & 17th January, 2017. Orders received after 16th December WILL NOT be Home Delivered but will need to be collected at Symons Educational Supplies after 9th January, 2017.
- NO LATE orders can be accepted or collected from the school after 2nd December, 2016.
- Collection at Symons will be after Monday 9th January, 2017.
- Business hours are: Monday to Friday 8.30am till 4.30pm & Saturdays: 9am till 12.30pm
- If you would like to choose HOME DELIVERY, your order will be processed and delivered between Thursday 5th January, 2017 up to the 17th January, 2017.

REMEMBER: ALL ORDERS TO BE PLACED BY

2nd December 2016 – at the school

&

9th December 2016 – for on-line