Dear Parents,

(Last week) all students received their stationery lists for 2013. We encourage you to use this service, as not only does it make it easier for you, but raises valuable funds for our school. This notice is to update you on a few changes that have been made to the instructions you received with the stationery list. Please read through this carefully, and fill out the form at the bottom if you are able to help with packing the stationery.

Process:

1. Please **complete and return** your stationery list to the school office by **Thursday 20 September 2012**.
   - Write student’s name
   - Tick which date you will be collecting your stationery
   - Enter number of each item you wish to purchase
   - **Total $ column** (Year 7–9 Do not include $60 Maths text price in your total)
   - Tick 2nd hand box if you would like 2nd hand text books. Yr 7-9 Maths Text is not available 2nd hand this year. (Where books are available, P&F will alter your $ total to reflect the 2nd hand book price).

2. Please **collect and pay** for your ordered stationery on your choice of collection date.
   - Collect your order from the Study Centre in the Senior School (32 Hawkins Road – Gate 2)
   - Pay for your order by cash, cheque (made payable to MECS Parents and Friends) or credit card. Please do not send money with this order form.

Other notes:

- We are unable to supply any stationery items without payment at the time of pickup.
- If some stationery items are not available at the time of pick-up, back orders will be distributed to your child in their classes when the items arrive at the school.
- Retain your stationery order sheets for future reference and for back orders.
- Penalties – (unfortunately we need these 😞)
  - Failure to submit order by 20 September = $5 per student
  - Failure to collect stationery order on designated day = $5 per student
  - Orders received after 3 December may experience a delay in processing and not be available until 31 January 2012

(Penalties do not apply to new families in 2013 because of the timing of the enrolment process)

- Reminder of dates: **Monday 3 December 2012** (9 am – 3 pm) – 1st stationery pick up day.
- **Thursday 31 January 2013** (9 am – 12 noon) – 2nd stationery pick up day.

Return this slip to the office by 20 September

Parents & Friends would like some volunteers to help with packing prior to the two pick up days, and for supply on the two Stationery Sale dates. Please indicate below your willingness to help. It’s actually good fun!

---

I am able to help with **packing** on:
- 28 November 9 am – 12 noon
- 28 November 12.30 – 3 pm
- 29 November 9 am – 12 noon
- 29 November 12.30 – 3 pm

I am able to help with **supply** on:
- 3 December 8.30 am – 12.00 pm
- 3 December 12.00 pm – 3 pm
- 31 January 8:30 – 12 noon (sales)
- 31 January 1 – 3 pm (pack-up)

---

Name: ____________________________ Email: ____________________________

Contact No/s: ____________________________