Dear Parents,

We would like to invite you to use our Stationery Ordering Facility, provided by our Friends of MECS group. We encourage you to use this service, as it not only makes things easier for you, it also raises valuable funds for our school. Please note that there are a few compulsory items on each list that need to be purchased from MECS. We encourage all students to reuse (where possible) items of stationery from the previous year. Please read through this letter carefully, and fill out the form at the bottom if you are able to help us with stationery.

Process:

1. Please **complete and return** your stationery list to the school office by **Thursday 19 September 2013**.
   - Write student’s name
   - Tick which date you will be collecting your stationery
   - Enter the quantity of each item you wish to purchase
   - Total the $ column
   - Tick the 2nd hand box if you would like 2nd hand text books. Yr 8 & 9 Maths Texts are not available 2nd hand this year. (Where books are available, Friends of MECS will alter your $ total to reflect the 2nd hand book price).

2. Please **collect and pay** for your ordered stationery on your nominated 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 Friends of MECS) 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 Thursday 19 September 2013 = $5 per student
  - Failure to collect stationery order on designated day = $5 per student
  - Orders received after Tuesday 10 December 2013 may experience a delay in processing and will not be available until Thursday 30 January 2014

(Penalties do not apply to new families in 2014 because of the timing of the enrolment process)

- Reminder of dates: **Tuesday 10 December 2013** (9am – 3pm) – 1st stationery pick up day.
  - **Thursday 30 January 2014** (9am – 12 noon) – 2nd stationery pick up day.

Return this slip to the office by **Thursday 19 September 2013**

**Friends of MECS** 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:
- Wed 4 Dec 2013 9am – 12 noon
- Wed 4 Dec 2013 12.30pm – 3pm
- Thur 5 Dec 2013 9am – 12 noon
- Thur 5 Dec 2013 12.30pm – 3pm

I am able to help with **supply** on:
- Tues 10 Dec 2013 8.30am – 12 noon
- Tues 10 Dec 2013 12 noon – 3pm
- Thur 30 Jan 2014 8.30am – 12 noon (sales)
- Thur 30 Jan 2014 1pm – 3 pm (pack-up)

Name: ___________________________ Email: ________________________________

Contact No/s: ____________________________________________________________