# PARENT INFORMATION SHEET

PLEASE RETURN YOUR ORDERS TO BIRKDALE NEWS BY **FRIDAY DECEMBER 4, 2015**

TO GUARANTEE DELIVERY OR PICK UP BY THE DATES BELOW.

LATE ORDERS WILL BE ACCEPTED, HOWEVER THEY WILL BE READY AT LATER DATES

PLEASE COMPLETE ALL DETAILS CLEARLY, IN FULL, USING BLOCK LETTERS

## HOW TO ORDER

**OPTION 1:** Complete the Order Form
Complete the Order Form and deliver to Birkdale News.
Keep the second copy for your records.
Payment Options are: Credit Card, EFTPOS, or Cash Only

**OPTION 2:** Internet Ordering
Payment Option: Credit Card Only

**Online Ordering Instructions**
1. Open your Internet Browser and go to: [www.birkdalenews.com.au](http://www.birkdalenews.com.au)
2. Click on how to order tab and follow the instructions
3. Confirm order, Click continue to Payment. Click Submit order
4. Pay with Paypal account or click Pay with a credit or debit card
5. Click back to Birkdale news, check email for order and payment confirmation.

## HOW TO PAY

Credit Card, Bank Cheque or Accepted No Personal Cheques

Please make all Bank Cheques payable to Birkdale News

## DELIVERY (ONLY FOR ORDERS PLACED BY DEC 11 2015)

*WHEN CHOOSING THE DELIVERY ADDRESS, PLEASE CONSIDER THE PARCEL MUST BE SIGNED FOR.

*ALL DELIVERIES WILL BE COMPLETED BY 16TH JANUARY 2016 IF SUBMITTED BY THE DUE DATE.

## COLLECTION OF STATIONERY PACK

* BOOKPACKS WILL BE AVAILABLE FOR PICK UP FROM WELLINGTON POINT STATE HIGH SCHOOL - C BLOCK, CLASSROOM C1.

**BETWEEN MONDAY 11 JANUARY AND THURSDAY 14 JANUARY**

ALL BOOKPACKS MUST BE PREPAID

PLEASE DIRECT ALL ENQUIRIES TO BIRKDALE NEWS - PHONE 3207 3005
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ONLY RETURN THIS COPY TO BIRKDALE NEWS IF USING PAPER ORDER FORM
(NOT IF YOU ARE USING THE INTERNET ORDERING OPTION).

PLEASE RETURN WITH PAYMENT DETAILS COMPLETED

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**RETURN WITH ORDER**

If you have other students at Wellington Point High School or Birkdale State School please list

<table>
<thead>
<tr>
<th>STUDENT’S NAME:</th>
<th>BOY</th>
<th>GIRL</th>
</tr>
</thead>
</table>

If you have other students at Wellington Point High School or Birkdale State School please list

1. **2nd STUDENT’S NAME:**  
   **YEAR LEVEL:**  
2. **3rd STUDENT’S NAME:**  
   **YEAR LEVEL:**  
3. **4th STUDENT’S NAME:**  
   **YEAR LEVEL:**

**CONTACT DETAILS**

<table>
<thead>
<tr>
<th>PARENT’S NAME:</th>
<th>PHONE:</th>
<th>MOBILE:</th>
</tr>
</thead>
</table>

**DELIVERY ADDRESS DETAILS**

<table>
<thead>
<tr>
<th>ATTENTION:</th>
<th>UNIT/STREET NUMBER:</th>
<th>STREET NAME:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUBURB:</th>
<th>POSTCODE:</th>
</tr>
</thead>
</table>

**OTHER INSTRUCTIONS:**

**CREDIT CARD PAYMENT**

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiry Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name On Card:</th>
<th>Card Holders Signature:</th>
<th>Card Holders Phone Number:</th>
</tr>
</thead>
</table>