



UNIFORM SHOP ORDER FORM

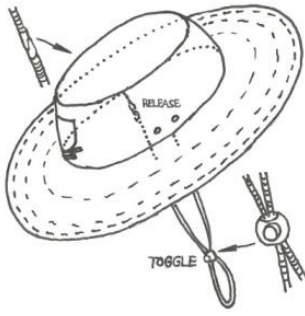
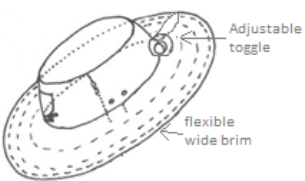
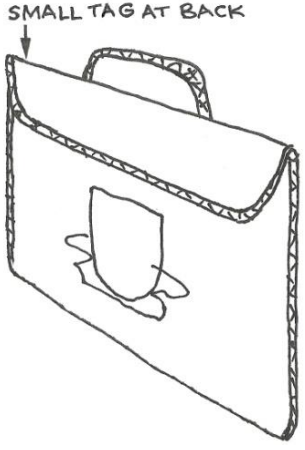

CHILD'S NAME: PARENT'S NAME:

CHILD'S CLASS: MOBILE NUMBER:

PAYMENT VIA: CASH | CHEQUE | DIRECT DEPOSIT OR EMAIL ADDRESS:
(please circle)

DIAGRAM	DESCRIPTION	PRODUCT	PRICE EACH	SIZE	QTY	TOTAL \$
	<ul style="list-style-type: none"> • PLAID on NAVY BACKGROUND • BACK ZIP • PLEATED FRONT • BUTTON on BELT • 1 ZIP POCKET • WORN TERM 2 & 3 <p><i>WEAR over LONG SLEEVED WHITE SHIRT or SKIVY, with NAVY STOCKINGS or TIGHTS.</i></p>	WINTER DRESS (TUNIC)	\$48.00	4		
				6		
				8		
			\$50.00	10		
				12		
				14		
			\$52.00	16		
				18		
	<ul style="list-style-type: none"> • PLAID on LIGHT BLUE BACKGROUND • BACK ZIP • ROUND NECK & COLLAR • 3 BUTTONS – NAVY at front NECK TAB • 1 ZIP POCKET • WORN TERM 1 & 4 	SUMMER DRESS	\$39.00	4		
				6		
				8		
			\$42.00	10		
				12		
				14		
				16		
				18		
	<ul style="list-style-type: none"> • NAVY with PRINTED YELLOW CREST • V-NECK • RIB CUFFS & BOTTOM • NO POCKETS 	V-NECK JUMPER with school crest	\$25.00	4		
				6		
				8		
				10		
				12		
				14y		
				14		
				16		
				18		
	<ul style="list-style-type: none"> • NAVY with PRINTED YELLOW CREST • ZIP FRONT • RIB CUFFS & BOTTOM • 2 POCKETS 	ZIP JACKET with school crest	\$34.00	4		
				6		
				8		
				10		
				12		
				14y		
				14		
				16		
				18		
	<ul style="list-style-type: none"> • NAVY with PRINTED YELLOW CREST • HOOD • ROUND NECK-LINE (TIGHT for BIG HEADS!) • RIB CUFFS & BOTTOM • POCKET at FRONT 	HOODIE with school crest	\$34.00	4		
				6		
				8		
				10		
				12		
				14		
				14y		
				16		
				18		

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DIAGRAM	DESCRIPTION	PRODUCT	PRICE EACH	SIZE	QTY	TOTAL \$
	<ul style="list-style-type: none"> NAVY with YELLOW CREST CREST SCREEN PRINTED WIDE STIFF BRIM CHIN STRIP with QUICK RELEASE CLIP* CHIN STRAP with TIGHTENING TOGGLE <p>*Use this quick/emergency release clip to ATTACH your HAT TO your BACKPACK.</p>	HAT HARD BRIM with school crest	\$15.00	SMALL		
			\$15.00	MEDIUM		
			\$15.00	LARGE		
			\$15.00	XLARGE		
	<ul style="list-style-type: none"> NAVY with YELLOW CREST CREST SCREEN PRINTED WIDE FLEXIBLE BRIM IN BUILT ELASTIC with TIGHTENING TOGGLE * 	HAT SOFT BRIM with school crest	\$15.00	SMALL to MEDIUM		
			\$15.00	LARGE to XLARGE		
	<ul style="list-style-type: none"> NAVY with YELLOW CREST CREST SCREEN PRINTED 38cm x 27.5cm CANVAS "DOCU-LOPE" WEBBING CARRY STRAP EDGES FINISHED WITH BINDING VELCRO CLOSURE - 20cm ON FLAP SMALL NAME TAG SLEEVE AT BACK 	LIBRARY BAG with school crest	\$13.00	ONE SIZE 38cm x 27.5cm		
	<ul style="list-style-type: none"> SCHOOL CREST YELLOW & NAVY ENAMEL on METAL PIN ON 	BADGE METAL PIN	\$7.00	ONE SIZE		
			TOTAL COST of ORDER=			\$

Uniform Shop personnel to fill out the following:

Date:	Paid via: (circle)	Cash	Cheque		Direct Deposit
			Cheque No:		Ref:
			Bank:		
Receipt No:		Received By:			
Delivery Method: (circle)		DELIVER TO CLASSROOM		PICK UP FROM SCHOOL OFFICE	



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FOR YOUR INFO. - KEEP THIS PAGE - FOR YOUR INFO. - KEEP THIS PAGE - FOR YOUR INFO. - KEEP THIS PAGE

YOU NEED TO :

- **TERM 1 :** THINK AHEAD FOR THE COLD WEATHER and order clothing for Term 2 & 3.
- **TERM 3:** THINK AHEAD FOR THE HOT WEATHER and order clothing for Term 4 & Term 1 of the next year.
- Fill out the order form
- Pay for the order by cash, cheque, Flexi-schools or Direct Deposit – see over for details. NOTE: When using Direct Deposit confirmation of payment in full to the Bolwarra Public School P&C Association Uniform Shop Account is required before clothing will be given out
- Send your order to school with payment.
- **Please contact the Uniform shop if there is an issue with your order.**

HOW DO I CONTACT THE UNIFORM SHOP?

Phone: 0409 653 868 (Alison) or 0408 366 710 (Lana) ; Email: uniformshop.bps@gmail.com or come and visit us on Fridays from 8.30 to 9.30am we are located in the hall near the canteen.

HOW LONG DOES IT TAKE TO RECEIVE MY CLOTHING ORDER?

If the clothing you ordered is.....

- **IN STOCK:** Clothing will be sent home during the following week.
- **NOT IN STOCK & HAS TO BE ORDERED:** The clothing manufacturer takes up to 10 WEEKS to complete an order and DELIVER it to the school. Items will be placed on backorder and you will receive a receipt to advise you that this is the status of your order. Please contact the uniform shop to receive information about the waiting time for your item/s.

DELIVERY?

Ordered clothing will be delivered to your child in their class unless you make other arrangements eg: pickup from the front office.

RETURN & REFUND CONDITIONS?

Decisions on refunds and returns will be made by the uniform shop co-ordinator.

- **EXCHANGE IS PREFERRED**, eg:...
 - **NEW CLOTHING EXCHANGED** for the **SAME NEW CLOTHING ITEM** in a **DIFFERENT SIZE**;
 - **2nd hand clothing** recently purchased **EXCHANGED ONLY** for other **2nd hand clothing**;
- **REFUNDS** are **ONLY GIVEN** for **NEW ITEMS**.
- **NO CASH REFUNDS GIVEN.** A cheque will be issued by the P&C Treasurer when a completed Refund Request form is received. *Refund by cheque may take a month* depending on the amount involved.
- **RETURNS WILL ONLY BE ACCEPTED** and **REFUNDS GIVEN ONLY on NEW ITEMS**, where the returned item/items are in the new condition they were purchased in being ...
 - **Unused, unworn, no food, marks or dirt on the item;**
 - **recently purchased;**
 - **new, where item was new;**
 - **and the uniform shop is unable to supply a suitable exchange item.**



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PAYMENT OPTIONS : by CHEQUE or CASH or FLEXI-SCHOOLS or DIRECT DEPOSIT ONLY

FYI: The Uniform Shop is run by VOLUNTEERS for the Bolwarra Public School P&C Association which supports the school. Therefore the Uniform Shop is a separate financial identity from Bolwarra Public School.

CHEQUES :

Cheques to be made out to BOLWARRA P&C – UNIFORM SHOP not to the school as they are separate financial identities.

CASH :

Correct money is preferred in a sealed envelope or sandwich bag labeled with your details,

1. **PARENTS NAME & CONTACT PHONE NUMBER**
2. **CHILDS NAME & CHILDS CLASS**, e.g.:
3. **ORDER FORM or PURCHASE DETAILS** e.g.: what is it?; new /2nd hand? ; what size?

CHANGE :

Change can be given but only on Fridays. The school front office can NOT give change, as the uniform shop is run by the Bolwarra P&C which is a separate financial identity to the school.

ANY CHANGE from cash orders :

Needs to be picked up from the front office during school hours. It will be in a labelled envelope containing your receipt and change.

DIRECT DEPOSIT:

- ONLY for payments for Bolwarra Public School P&C ASSOCIATION Uniform Shop.
- It can NOT be used for payments to Bolwarra Public School e.g. school fees, excursion money, sports-in-school, etc ; as the school is a separate financial identity.

UNIFORM SHOP BANK ACCOUNT DETAILS:

Account name – Bolwarra Public School P&C Uniform Shop

BSB No – 032 529

Account No – 308 642

Reference No – E.g. Billy Smith of Kinder 2015 = SMITBK15

1. Please use the 1st Four Letters of your CHILDS SURNAME =_e.g. SMIT
2. then his/her 1st INITIAL =_e.g. B
3. & then his/her CLASS NUMBER = e.g. K15
4. If it will fit in the reference section please abbreviate what the payment is for...
... E.g. "uni" for Uniform shop = SMITBK15uni

- Please send your order form into the office or drop to the Uniform Shop with the "I have paid by EFT" box ticked or marked "PAID EFT"
- **NOTE:** Confirmation of payment in full to the Bolwarra Public School P&C Association Account is required before clothing will be given out.

QUERIES: Alison Radford 0409 653 868 or Lana Hill 0408 366 710