



All correspondence to: 85 Hambledon Road, Schofields NSW 2762

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16 November 2021

Dear Parents/Caregivers

St John Paul II Catholic College Stationery & Equipment Requirements for 2021

As a service to parents, St John Paul II Catholic College has organised with Complete Office Supplies (COS), an online portal where stationery and equipment can be purchased. There is no requirement for you to use this service, it is just there for your convenience. If you use the portal, the items that you purchase will be delivered direct to your home before school commences.

To ensure delivery prior to Term 1, 2021, please place your order by 11 January 2021.

2021 Requirements for Online Ordering

Listed below are the easy steps for placing your online order which will be available from 18 November 2020.

Ready to order?

For a fast, simple and secure way to place your order visit www.cos.net.au and follow these steps:

1. Click on School Packs in the Menu task bar
2. Enter User Name: stjohnpaulIIcollege@cos.net.au & Password: **Parents-21**
3. Select the Year group required for 2021
4. Select items you require or the Pack and add to the Cart
5. Checkout
6. Enter your Child's Details and Delivery Details
7. Enter in your Credit Card Details and Submit
8. Contact COS for any enquiries regarding the Parent Portal –P:1300614133 | E:parentportal@cos.net.au

You will receive an order confirmation via email and can request to have your order tracking sent to you via mobile.

IMPORTANT INFORMATION REGARDING YOUR ORDER

COVID-19 has had a large impact on the transport industry and Australia Post has advised delays are possible over January due to an expected surge in demand. Sending your order early as you can, and by the dates advised below, means your School Packs will have the best chance of arriving in time for the start of school. We'll still deliver items sent after these dates as quickly as possible, but it will be difficult to get them to you in time for start of school.

Delivery Service –

All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. In the event that nobody is available to receive the delivery, the goods will be taken to the nearest post office for collection. A card will be left in your mailbox confirming this.

Delivery Guarantee –

- Orders placed before 7 December 2020, will be to your home by 21 December 2020. Orders placed before 11 January, will be delivered to your home prior to Term 1, 2021 commencing. Orders placed after this date cannot be guaranteed to arrive on time.

Delivery Charges -

- Orders less than \$55.00 including GST will incur a \$10.95 including GST delivery charge regardless of when they are placed. Orders greater than \$55.00 including GST, placed prior to 15 December 2020 will be delivered for free. Orders placed after the 6 December 2020, will incur a \$10.95 fee including GST delivery charge.

Yours sincerely

Jim Fanning
Principal