

STATIONERY

Complete Stationery Packs

- Your 2023 **school** stationery packs can now be ordered through our **Kindo** online **school** shop! It's open 24/7 so you can make your purchase at a time that works for you
- <https://kindo.co.nz> log in or create an account and place your 2023 stationery orders.
- Need assistance? Call the Kindo helpdesk on freephone 0508 4 KINDO (0508 454 636) or email hello@mykindo.co.nz

There are 3 different types of packs available depending on your child's class placement i.e. if your child has been placed in an Enrichment class please purchase an Enrichment class stationery pack. All other students require either a Year 7 or Year 8 pack depending on their year level.

















Year 7 classes (except Enrichment classes) Stationery	Year 8 classes (except Enrichment classes) Stationery	Enrichment Classes Stationery
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Delivery and fee expectations

Please note that all school packs will be delivered to the school, packs are not delivered to homes. **Any packs ordered AFTER 30th January 2023 will be considered late and will incur an additional 5% charge.** This fee covers all admin, logistics, and handling that are involved in organizing late orders and is charged by the supplier not the school.

Stationery Lists

Our packs contain the items listed below and are the requirements if you wish to buy elsewhere. We prefer **Warwick** stationery as they are better quality than some other brands.

Item	Year 7	Year 8	Enrichment
 3B1 notebook	1	1	0
 1E5 Maths Book with margin	1	1	1
 1B5 Exercise Book	5	5	0
 14B8 Lined Refill	1	1	0
 L shaped pocket	1	1	0
 A4 20 page clearfile	1	1	1
Blue Pen	1	1	1
 Red Pen	1	1	1
Pencil	1	1	1
 Eraser	1	1	1
 Protractor	1	1	1
 Compass	1	1	1
Pencil Sharpener	1	1	0
 Coloured pencils	1	1	1
 Gluestick	1	1	1
Calculator	1	0	0
 Ruler	1	1	1
 Scientific Calculator	0	1	1
 Set of highlighters	1	1	1
 2B8 hardcover book	0	0	1

KINDO PARENTS INFORMATION SHEET

Ordering Kindo packs online

Only complete packs and optional products may be ordered on the Kindo website. Our pack pricing and online system does not allow the ordering of individual pack items. If you would like to order individual items for your child, please place an order with us on our website (eelsupplies.co.nz – you do not need to create an account with us, please order as a Guest) or individual items are available at the school.

Please ensure that you are ordering the correct pack for the correct child. Kindo labels are made per child and packs are given to the name listed. If you are unsure of which pack(s) to order, please contact your school.

Delivery and fee expectations

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Contacting us regarding Kindo packs

A separate e-mail address has been set up (packorders@eelsupplies.co.nz) to manage all queries from parents regarding Kindo packs. We will manage all contact with parents via this address and contact you in due course to ensure we have all the information needed and documented via e-mail. Please refrain from calling us directly during this busy time. Please note that we will be redirecting all phone calls.

Procedures

Wrong pack ordered/received

If a wrong pack is ordered, we have a simple procedure that must be followed.

1. Contact us so that we are aware of the situation.
2. The parent or school must label the wrong pack as such. The pack is to be left in the school office for our drivers to pick up.
3. Fill in a Pack Return Form (A2 form attached) and e-mail a copy to packorders@eelsupplies.co.nz. Once we have received the pack at our warehouse, we will contact Kindo to refund/credit your account.
4. Once the refund/credit has been confirmed, you must reorder the correct pack online.
If a wrong pack is received (yet correct label on pack), simply contact us and we will swap over and collect the incorrect pack. No fees necessary.

Missing “complete” packs

If a pack is marked as “complete” on Kindo however have not been received, the following steps must be followed:

Parents must check with the school first to see whether the pack has indeed been delivered.

1. Percentage wise, missing packs are not a big issue, yet one is too many for us and we understand the impact they have on the poor student.
2. Once the school has confirmed that the pack is indeed missing, the attached Missing Pack Form (A1) must be filled in and a copy must be e-mailed to packorders@eelsupplies.co.nz
3. Once we have received the filled-in form, a replacement will be issued.

Missing / Damaged items

Due to the way we put together our packs, it is most improbable that anything can be missing. However, if we are advised of any missing items, we will replace them in a bag with the student’s name on it. Please bear in mind that we are sometimes advised of missing items that are not even supposed to be in the pack, so please check first.