

Order before  
**July 16<sup>th</sup> 2019**



In collaboration with **Editions Vaudreuil Inc, Margaret Manson Elementary School** is proud to offer you a simple and efficient solution for school supply shopping. It only takes a few minutes and you're done. **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY TO PLACE YOUR ORDER.** Even though all the items on your list are required, it is possible that you have items from previous years that correspond to the teacher's specifications. Please note that this list is based on the school's requirements.

## How to order :

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- 1- Complete the order form. Please include all of your contact information. Then mail the order form in the provided envelope with your payment or fax it to 450-455-0301. Don't forget to include your credit card number with the expiry date.
- 2- Order direct online in <http://scolaire.editionsv.qc.ca>; and choose only the desired items by simply indicating the quantity required for each item on your list. The access codes appear on the back of this letter. You can use your credit card on our secure site in conjunction with PayPal. **OUR ONLINE SITE WILL BE ACTIVE AS OF JUNE 24TH ONLY.**
- 3- Please note that due to high volume, **WE DO NOT TAKE ORDERS BY PHONE.**
- 4- Please do not wait until last minute, order early to make sure you have all your school supplies for back to school. **PLEASE NOTE THAT ITEMS ON ORDERS RECEIVED AFTER THE DEADLINE RUN THE RISK OF BEING TEMPORARILY OUT OF STOCK. IT IS THEREFORE POSSIBLE THAT YOUR ORDER WON'T BE READY BEFORE SCHOOL STARTS.**

## Payment Method

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- 1- In order to avoid delays, please send your cheque promptly if you decide to pay by cheque. **PLEASE NOTE THAT NO POSTDATED CHEQUES WILL BE ACCEPTED.** Your order will only be processed once your cheque has been cashed.
- 2- By credit card, simply enter your credit card number with the expiration date on your order form or pay directly online.
- 3- Cash payment will be accepted only when picking up at the warehouse or at the school.

## Delivery :

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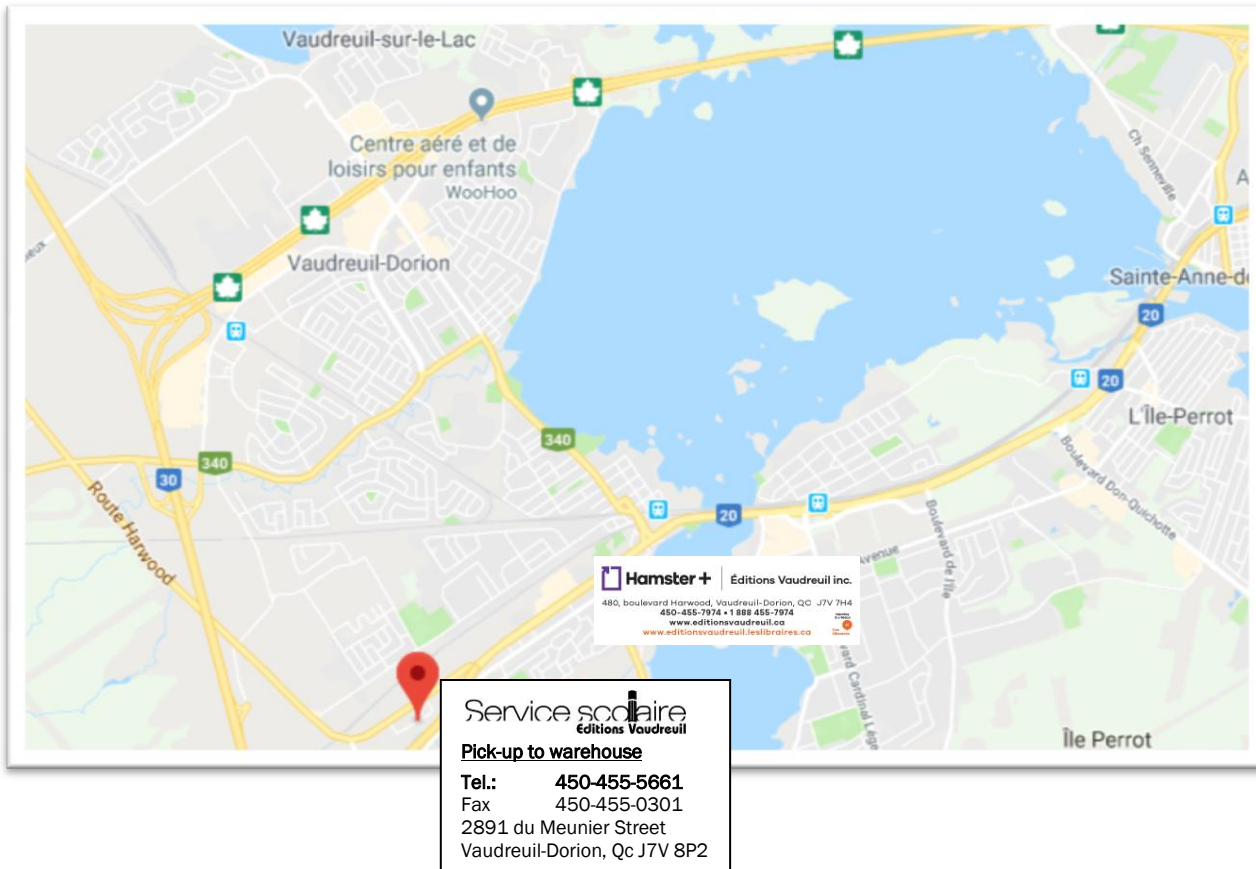
- 1- Directly to your home: The order must be pre-paid by cheque or credit card to use this option. You have a choice between Canada Post or Purolator. Please note that if you select Canada Post, they will leave a card to pick up the parcel at the nearest post office. For Purolator option, please ensure that there will be someone at the delivery address that can sign for the order. An email will be sent to you as soon your package leaves our warehouse with a tracking number to track your shipment.
- 2- Pick-up at school: To take advantage of this option, your order must be received at least 7 days before the date of pick-up. **AT SCHOOL, WE ACCEPT CASH ONLY, CHEQUES WILL BE REFUSED.** You can always pay for your order in advance. **SCHOOL PICK-UP WILL BE MONDAY AUGUST 19<sup>TH</sup> FROM 8:00 A.M. TO 11:00 A.M.**
- 3- Pick-up at the warehouse: Our warehouse is located at 2891 du Meunier Street in Vaudreuil-Dorion (see map on back). You can pay for orders by cash, debit or credit card when picking them up. Please note that since the warehouse is not a store, it is not possible to add items to your order at time of pick-up. Our store situated at 480 Harwood Blvd, Vaudreuil-Dorion (see map on back) is 2 minutes from the warehouse and you are welcome to shop there for any extra or last-minute items. **PLEASE WAIT FOR CONFIRMATION THAT YOUR ORDER IS READY BEFORE COMING TO THE WAREHOUSE, A REPRESENTATIVE WILL BE CONTACT WITH YOU WHEN YOUR ORDER IS COMPLETED.**
- 4- **PLEASE NOTE THAT NO ORDERS WILL BE SENT TO SCHOOL AFTER SCHEDULED DATE OF SCHOOL PICK-UP.** For late orders, you will need to either come to our warehouse to take possession of your order or choose home delivery (shipping charge applies).

## Return Policy

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- 1- To make a return, please contact customer service to obtain an authorization. Any unauthorized return will be refused and returned at your cost.
- 2- **ALL RETURNS ARE AT YOUR COST, EXCEPT FOR DEFECTIVE OR DAMAGED PRODUCTS.**

## How to get there



### Access Codes 2019

Kindergarten : **19mm-p0**  
Grade 1 : **19mm-p1**  
Grade 2 : **19mm-p2**  
Grade 3 & 4 : **19mm-p34**  
Grade 5 : **19mm-p5**  
Grade 6 : **19mm-p6**

### Opening Hours

(Pick-up at the warehouse only – please wait for our confirmation before coming)

#### From July 2<sup>nd</sup> to July 15<sup>th</sup>

Monday	9:00 a.m. to 5:00 p.m.
Tuesday	9:00 a.m. to 5:00 p.m.
Wednesday	9:00 a.m. to 5:00 p.m.
Thursday	9:00 a.m. to 5:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.
Sunday	CLOSED

#### From July 16<sup>th</sup> to August 31<sup>st</sup>

Monday	9:00 a.m. to 5:00 p.m.
Tuesday	9:00 a.m. to 5:00 p.m.
Wednesday	9:00 a.m. to 5:00 p.m.
Thursday	9:00 a.m. to 9:00 p.m.
Friday	9:00 a.m. to 9:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	11:00 a.m. to 5:00 p.m.

## To reach us

Martine Riverin, Manager

Email : [scolaire@editionsv.qc.ca](mailto:scolaire@editionsv.qc.ca)

Customer Service : 450-455-5661

Fax : 450-455-0301

[www.editionsvaudreuil.com](http://www.editionsvaudreuil.com)

Warehouse address

289, du Meunier Street, Vaudreuil-Dorion, J7V 8P2

Store address (for extra or last-minute items)

480 Harwood Blvd, Vaudreuil-Dorion, J7V 7H4