

# COVID-19

## Important information

1. On-line ordering is strongly suggested. Please avoid coming to the store for your purchases, as much as possible.
2. Home delivery is also strongly suggested.
3. For warehouse pick-up: Payment by credit or debit card only. Unfortunately, we cannot accept cash payments this year.
4. For pick-up at the school: All orders must be paid in advance by card or cheque. Postdated cheques will not be accepted. No payments will be accepted on the pick-up date.
5. The only returns accepted are damaged or defective items. Please ensure you order only what you need.
6. When picking up at the warehouse or the school, please respect all health and safety measures:  
1 person per family  
Please respect 2 meters social distancing.

**Please respect these guidelines in consideration of the health of our clients and our teams.**

Order before  
**July 17<sup>th</sup> 2020**

Service scolaire  
Editions Vaudreuil



## IMPORTANT

**We strongly suggested to order on-line  
and home delivery.**

### 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.

### Delivery :

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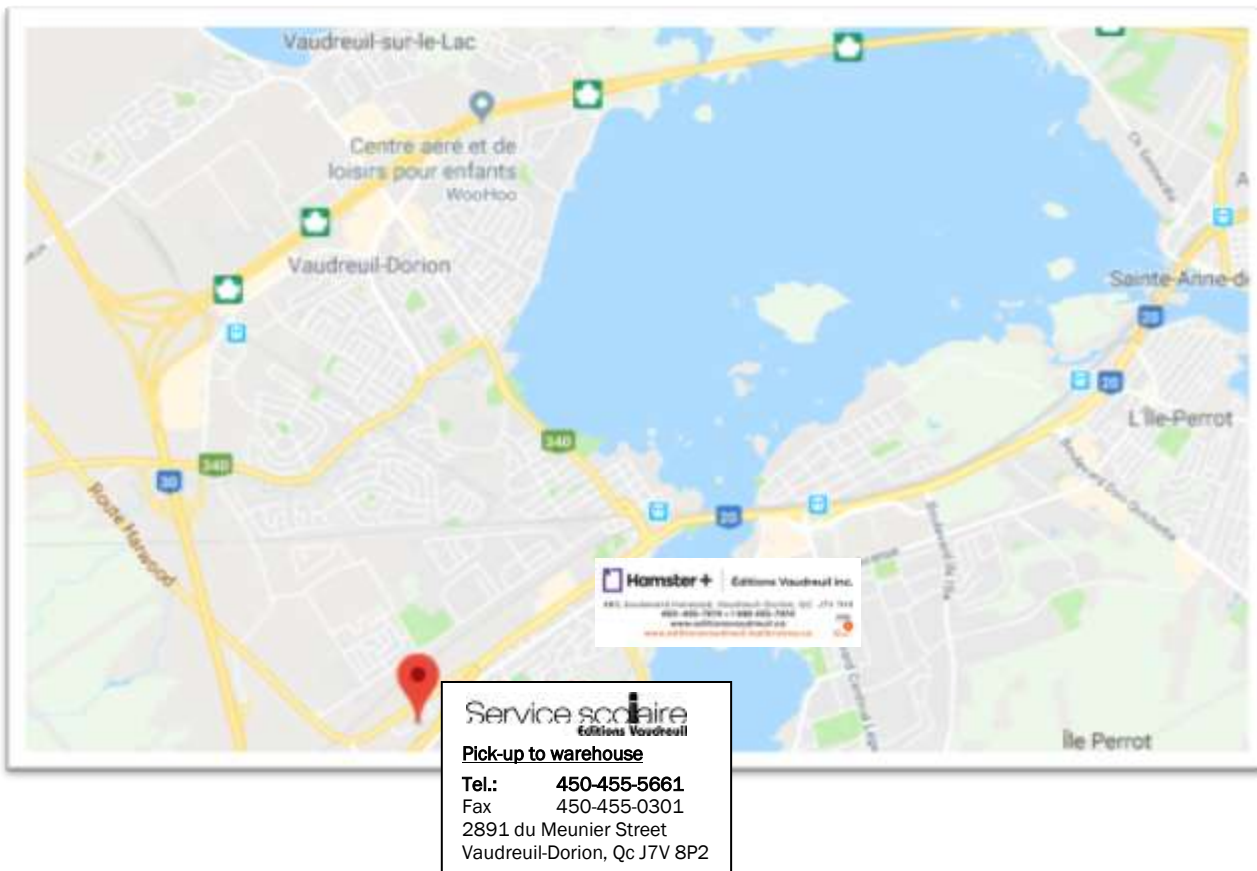
- 1- Directly to your home: The order must be pre-paid by cheque or credit card to use this option. You have a choice between Canada Post or Purolator. Please note that if you select Canada Post, they will leave a card to pick up the parcel at the nearest post office. For Purolator option, please ensure 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. You must pay for your order in advance.
- 3- **SCHOOL PICK-UP WILL BE MONDAY AUGUST 24 FROM 3:00 TO 5:00 P.M.**
- 4- 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.**
- 5- **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- **NO RETURN WILL BE ACCEPTED. THE ONLY RETURNS WE ACCEPT ARE DAMAGED OR DEFECTIVE ITEMS.**

## How to get there



### Access Codes 2020

Pre-Kindergarten : **20sm-p**  
Kindergarten : **20sm-p0**  
Grade 1 : **20sm-p1**  
Grade 2 : **20sm-p2**  
Grade 3 & 4 : **20sm-p34**  
Grade 5 & 6 : **20sm-p56**  
ASD : **20sm-asd**

### Opening Hours

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

#### From July 2<sup>nd</sup> to July 12<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 13<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

2891 du Meunier Street, Vaudreuil-Dorion, J7V 8P2

Store address (for extra or last-minute items)

480 Harwood Blvd, Vaudreuil-Dorion, J7V 7H4

**Order Form 2020-2021**  
**St. Monica Elementary School**

**Web code 20sm-p2**

1. Mail the completed order form in the enclosed envelope with your cheque or credit card number; or
2. Fax the completed order form to 450-455-0301 and mail your cheque or indicate your credit card number ; or
3. Go to our website at <http://scolaire.editionsv.qc.ca>

Although all items are required, it is possible for you to reuse certain items that you already own, as long as they are the same as those listed.

**All items are mandatory**

Parent Surname		Parent Name	
Child Surname		Child Name	
Address (Billing)	Apt	City	Postal Code
Address (Shipping)	Apt	City	Postal Code
Telephone (Day)	Telephone (Evening)	E-mail	

Gender of student : Boy  Girl  Student : Left handed  Right handed

All items preceded by an (\*) must be purchased at Éditions Vaudreuil.

*	Code	Qty	Description	Qty Ord	UN. \$	Total
<b>General</b>						
	546457	1	Canada Notebook, Ruled 7 mm, 32 pages (pkg of 4)		\$ 1,29	
	222786	3	Cardboard Duo-tang with Fasteners, Dark Blue		\$ 0,69	
	222810	3	Cardboard Duo-tang with Fasteners, Green		\$ 0,69	
	222778	3	Cardboard Duo-tang with Fasteners, Orange		\$ 0,69	
	3392	3	Cardboard Duo-tang with Fasteners, Red		\$ 0,69	
	318915	1	Crayola Washable Markers, Thick Tip, Classic Col. (Box of 10)		\$ 4,99	
	266478	3	Crayola Wax Crayons (Box of 24)		\$ 2,99	
	426064	1	Elmer's Washable White Glue, 225 ml		\$ 3,99	
	178475	5	Glue Stick Pritt, 40 gr		\$ 2,59	
	225441	2	Hilroy Notebook, 1/2 Plain, 1/2 Ruled, 40 pages		\$ 0,99	
	ECF11	1	Loose leaf sheets, plain, no holes (Pkg 50)		\$ 2,05	
	584748	3	Mirado 2/HB Pencils, Package of 12		\$ 2,83	
	208710	1	Nylon Pencil Case, 2 Zips, Assorted Colors		\$ 2,99	
	758342	1	Pocket Folder, Laminated Cardboard, Green		\$ 0,85	
	758383	1	Pocket Folder, Laminated Cardboard, Red		\$ 0,82	
	758326	1	Pocket Folder, Laminated Cardboard, Royal Blue		\$ 0,85	
	122424	1	School Scissors, 6 inches, Left-handed, Semi-pointed ***OR		\$ 6,29	
	210591	1	School Scissors, 6 inches, Right-handed, Semi-pointed		\$ 6,29	
	184739	1	Staedtler Pencil Sharpener with Container Screwable		\$ 3,08	
	227959	7	Staedtler White Eraser		\$ 1,15	
	275537	2	Workbook «3 Fishes», 1/4 Ruled		\$ 2,29	

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**\* If you send your form by fax, don't forget to send the reverse side. Thanks !**

