



STUDENT INSTRUCTION SHEET

PREMIUM PACKAGE (Storage & Dry Cleaning)

Enclosed is a large linen bag with your name, laundry number (if applicable) & school. Please follow the instructions below:

1



Place all items of clothing and bedding that needs to be washed and dry cleaned into the labelled linen bag provided

2

Please ensure all additional bags, boxes, musical instrument or sports bags are labelled with your name, school and house or year group

3

Books are heavy! Pack books into several small boxes or bags, and not one large box/bag



4

When packing, make sure you can carry the boxes and bags - if you can't, we can't!



7



Chat to your boarding co-ordinator and confirm where to leave your items prior to leaving the school

6



Take a photo of your belongings before you leave and text it to 0425 323 500 with your name, school and number of items (and keep it for your records)

5

We have included 2 x SCS complimentary identity bag tags - attach them to your suitcase or bags



8



SCS will contact your boarding co-ordinator directly and arrange the collection (and return) date, time and location point of your belongings

9

SCS will check all items received in the laundry bag and provide parents/guardians with an inventory list of all items included for washing/dry cleaning

10

All items will be returned in time for your return to school

11



If you need extra boxes, laundry bag, tape or labels, send us an email and we can deliver to you. The order must be placed 7 days prior to pack up for you to receive it in time. (Note extra charges may apply)

If you have any queries, don't hesitate to contact us on info@studentconciergeservices.com.au or telephone 0425 323 500