

# DEPARTMENT FOR EDUCATION DISTRIBUTION CENTRE

Address: 7 Bray Avenue, Torrensville S.A. 5031

Postal: GPO Box 1152, Adelaide S.A. 5001

Phone: 08 8234 0140

Website: [www.education.sa.gov.au/sites-and-facilities/distribution-centre](http://www.education.sa.gov.au/sites-and-facilities/distribution-centre)

Email: [educationdistributioncentre@sa.gov.au](mailto:educationdistributioncentre@sa.gov.au)



Government of South Australia

Department for Education

## EXTERNAL REQUEST FOR DISTRIBUTION

THIS FORM MUST BE COMPLETED IN FULL TO SECURE DISTRIBUTION

Company Name:

Reference:

Phone No:

Contact Person:

Email:

Billing Address:

Title of Article:

- This form must be completed together with a sample to be distributed.
- All distributions undergo an approval process before circulating to the sites selected.
- The Department for Education reserves the right to refuse materials where it believes it is not suitable for distribution.
- Materials of an advertising nature cannot be deemed endorsed by the department unless otherwise stated.
- The Distribution Centre accepts no responsibility for mail once it reaches the worksite. The responsibility for dissemination of mail at the worksite lies with the worksite.
- We will advise you once your distribution has been approved (together with a quote) or declined via email.

SA METRO

SA COUNTRY

CATEGORY	QTY PER SITE	CATEGORY	QTY PER SITE	CATEGORY
GOVT SCHOOLS		CHILDREN'S SERVICES		CATHOLIC SCHOOLS / PRESCHOOLS / OSHC
ABORIGINAL SCHOOLS (R-12)		CHILD CARE CENTRES		SERVICE NOT AVAILABLE PLEASE CONTACT CATHOLIC EDUCATION SA (CESA) DIRECTLY FOR AVAILABLE OPTIONS
AREA SCHOOLS (R-12)		PLAY CENTRES		
SECONDARY SCHOOLS (7-12)		EARLY LEARNING PROGRAMS		
JUNIOR PRIMARY SCHOOLS (R-2)		OSHC / VACATION CARE - GOVT		
PRIMARY SCHOOLS (R-6)		PRESCHOOLS – GOVT		INDEPENDENT SCHOOLS / PRESCHOOLS / OSHC
PRIMARY / SECONDARY SCHOOLS (R-12)		CHILD PARENT CENTRES		SERVICE NOT AVAILABLE PLEASE CONTACT ASSOCIATION OF INDEPENDENT SCHOOLS (AISSA) DIRECTLY FOR AVAILABLE OPTIONS
SPECIAL SCHOOLS PRIMARY (R-6)		OCCASIONAL CARE		
SPECIAL SCHOOLS PRIMARY / SECONDARY (R-12)				
SPECIAL SCHOOLS SECONDARY (7-12)				
ADMIN		SPECIAL INSTRUCTIONS:		
EDUCATION OFFICES	Compulsory 1 copy if above are selected			
EDUCATION CORPORATE				
DEPT FOR CHILD PROTECTION				
SUPPORT CENTRES & UNITS				
OTHER SITES				
TAFE SA				
LIBRARIES (PUBLIC & COMMUNITY)				
DISTRIBUTION CENTRE USE ONLY				
APPROVED/DECLINED	JOB COMPLETED / /			NO OF SITES
JOB #	INITIALS			DISTRIBUTION TOTAL