



P. O. Box 2110 • Kearney, NE 68848
800-516-8339 • Fax: 800-570-1767

REORDER FORM

10-11 Student Planners

A reorder is a subsequent order requesting additional Student Planners for the same school year (10-11).

For Office Use - 5/10

Order # _____

Date Rec'd _____

Shipping Address – NO P.O. Boxes

School/Warehouse _____

Attn _____

Street Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Purchase Order # _____

This reorder form must accompany all purchase orders.

Billing Address


School/District _____

Attn _____

Mailing Address (P.O. Box) _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

I have read the Terms below and agree to them.
 _____ Date _____
Order will not be processed without a signature.

Choice #1 CUSTOM PLANNERS – Minimum 25

Choose One KGB PRB ELB MSB HSB
Product Code: KGC PRC ELC MSC HSC

Please Note: Call for pricing. Complete the section below if reordering Custom Planners exactly like your original order. For orders of 60 or more planners, you will receive original pricing, as long as corrections or changes from your original order are not made.

Choice #2 NON-CUSTOM PLANNERS – Minimum 10
 No options, value cover only

Choose One KGA PRA ELA MSA HSA
Product Code:

Quantity	10-24	25+	50+	100+	250+	500+	1000+
KGA/PRA/ELA/MSA	4.15	3.40	2.90	2.65	2.60	2.55	2.45
HSA	3.90	3.15	2.65	2.40	2.35	2.30	2.20

*Deduct 25¢ from above prices if order is received by May 19, 2010.

A separate order form is required for each planner product code.

Student Planners	_____	Quantity	_____
Teacher Editions (same price as student)	+ _____		
Total Planners	= _____	x _____	= \$ _____

Base Price

*Note: 25¢ Early Order Discount expires May 19, 2010.

- CUSTOM PLANNERS ONLY - Options & Features - All options/features from original order must be included.**
- Custom Cover with 1 Standard Ink Free
 - Custom Cover with 2 Standard Inks \$40 for entire order = \$ _____
 - Add Handbook Pages # pages _____ x 4¢/page for KGC, PRC, ELC, MSC **OR** 3¢/page for HSC...x total planners = \$ _____
 - Option 1 – Hall Pass Sheet** 12¢ x total planners = \$ _____
 - Option 2 – Vinyl Pouch** 20¢ x total planners = \$ _____
 - Option 3 – Planning Stickers** 20¢ x total planners = \$ _____
 - Option 4 – Page Marker Ruler** 20¢ x total planners = \$ _____
 - Option 5 – Year-Round Supplement** 25¢ x total planners = \$ _____
 - Option 6 – Character Ed. Supplement** 25¢ x total planners = \$ _____
 - Grade Records for Teacher Editions 85¢ x # of Teacher Ed. = \$ _____
 - Lesson Plans for Teacher Editions (not available for HSB & HSC) 85¢ x # of Teacher Ed. = \$ _____

Classroom Aids

- Wall Charts (sold in case of 5 – same level) # cases _____ x \$15/case = \$ _____

Totals

Subtotal	_____	= \$ _____
Shipping (within 48 states)	35¢ x total planners	= \$ _____
Estimated Total	_____	= \$ _____

Terms

1. We do not accept purchase orders without a completed order form. These terms supercede any terms and conditions of a purchase order, written bid, or oral agreement. If order is canceled, customer will be liable for any actual costs in preparation or production of the order. We reserve the right to accept or reject all reorders. 2. Normal production time for reorders is 10 business days after we receive a completed Reorder Form. 3. To qualify for original pricing for custom planners, changes cannot be made. If the customer wants changes and/or corrections, the price per planner will revert to the base price for the quantity ordered. The customer will receive a proof, and the planner will not be sent to production until we have received approval from the customer. Production time will be 30-45 business days (6-9 weeks). 4. School Mate® reserves the right to adjust production schedules due to heavy seasonal demand, shortages, strikes, or any other reasonable causes whatsoever. 5. All orders within the 50 states are shipped FOB destination via UPS or motor freight carrier. AK and HI are extra; call for charges. APO and FPO orders are shipped parcel post; call for charges. Faster delivery service may be requested for an extra charge. If books are returned to School Mate® because no one was available to receive the shipment, or if freight is re-routed, the customer is liable for any additional freight charges. 6. Defective books, not due to shipping damage, must be reported to School Mate® within 90 days of ship date. School Mate® reserves the right to repair, replace, or credit defective books. Any shipping damage is the responsibility of the carrier, not School Mate®. Concealed damage must be reported to the carrier within 7 days of delivery. 7. Due to our production process, a separate order form is required for each planner product code and each will be shipped and invoiced separately. 8. Payment is due Sept. 1, 2010 or upon receipt of invoice if reorder is placed after Sept. 1, 2010. Accounts 30 days past due will be charged 1.5% interest per month (18% annum) or maximum allowed by law. All prices are based on U.S. currency. 9. Early Order Discount is not good with reorders received after May 19, 2010. 10. Because the books are dated, they cannot be returned for any reason. 11. Supplies are limited. We reserve the right to substitute value cover design if inventory is depleted.