



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

REORDER FORM

11-12 Student Planners

A reorder is a subsequent order requesting additional Student Planners for the same school year (11-12).

For Office Use Only – 8/11

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 (____) _____

Order will not be processed without a signature.
Sign Here _____ Date _____
By signing, you agree to the terms below.

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

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 expired May 11, 2011.

- CUSTOM PLANNERS ONLY - Options & Features** - All options/features from original order must be included.
- Note:** Cover design from original order will be used for a reorder (*Dura-3D™*; one-color custom, and religious are **FREE**).
- Multi-Color Custom Cover 25¢ x total planners (\$40 minimum) = \$ _____
 - Add Handbook Pages # pages _____ x 4¢/page for KGC, PRC, ELC, MSC **OR** 3¢/page for HSC...x total planners = \$ _____
 - Add Handbook Insert ... IN1 IN2 IN2 (Spanish) IN3 # total inserts _____ x 25¢/insert...x total planners = \$ _____
 - Option 1** – Hall Pass Sheet 12¢ x total planners = \$ _____
 - Option 2** – Vinyl Pouch 25¢ 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 – coordinates with planner (sold in case of 5 – same level) # cases _____ x \$15/case = \$ _____

Totals _____

Delay Ship (opt.)	Subtotal	= \$ _____
<input type="checkbox"/> Apr 29 <input type="checkbox"/> June 3 <input type="checkbox"/> July 8 <input type="checkbox"/> July 22 <input type="checkbox"/> July 29	Shipping (within 48 states)	= \$ _____
<input type="checkbox"/> Aug 5 <input type="checkbox"/> Aug 12 <input type="checkbox"/> Aug 19 <input type="checkbox"/> Aug 26 <input type="checkbox"/> Sept 2	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, 2011 or upon receipt of invoice if reorder is placed after Sept. 1, 2011. 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 11, 2011. 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.