



Make a copy for your records.

Product Order Form

Send this form with payment to:

School Mate® • P.O. Box 2110 • Kearney, NE 68848

Phone: 800-516-8339 Fax: 308-236-8169



For Office Use

8-09 OFWeb

Customer # _____

Date Order Rec'd _____

Send Order to: Neatly **PRINT** all information and **DO NOT** abbreviate.

Organization Name _____ Attn _____

Street Address (NO P.O. Boxes) _____

City _____ State _____ Zip _____

Contacts - please provide two

E-mail address requested for correspondence. Check box if you want a receipt.

Chairperson _____ E-mail _____

Daytime Phone (_____) _____ Fax (_____) _____

Co-Chairperson _____ E-mail _____

Daytime Phone (_____) _____ Fax (_____) _____

How to Order

1. Collect all order-taker brochures and money from your members. Make sure ALL members turned in material.
2. Carefully calculate totals for each item and transfer to this form. Calculate Total \$ Due. **Min. order is 20 items.**
3. Send this form with full payment. Make a copy for your records. **Pay by check or credit card. Send only 1 check, NOT individual checks. Order must be paid before we will process. Purchase Orders are not payment.**
4. Upon receipt of items, check order. Return order-taker brochures and items to members for delivery. Shortages must be reported to School Mate® within 72 hours.

Terms

Shipping is via UPS or motor freight carrier. Allow 10 business days for order to ship and 3-5 days for shipping time (for orders within the continental U.S.). AK and HI orders are shipped parcel post (media mail) and require 4-6 weeks for shipping. You may request faster delivery for an extra charge. If order is returned to School Mate® because no one was available to receive the shipment, or if freight is rerouted, the customer is liable for any additional freight charges. We are not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond School Mate's® control. Defective items, not due to shipping damage, must be reported to School Mate® within 90 days of ship date. We reserve the right to repair, replace, or credit defective items. Accounts 30 days past due will be charged 1.5% interest per month (18% annum). Prices are based on U.S. currency. If order is canceled, customer is liable for any costs in preparation of the order. Foreign orders are not accepted.

Please Note

Prices shown are your cost. You sell items for \$6.50 each as shown in our order-taker brochures, allowing you to earn 50%. Shipping is **FREE**. **Make sure your order is complete. Late additions are NOT accepted. Extra orders require a 20 item minimum.**

	Products	Price	Qty.	Total	Office Use
MINI GOURMET™ COOKBOOKS	5 Ingredients or Less	\$3.25			
	Better Health	\$3.25			
	Busy Mom's Cookbook	\$3.25			
	Casseroles	\$3.25			
	Crockery Cooking	\$3.25			
	From the Grill	\$3.25			
	Gifts from the Kitchen	\$3.25			
	Irresistible Cookies & Bars	\$3.25			
	Just Like Grandma Used to Make	\$3.25			
	Kids in the Kitchen	\$3.25			
	Keepsake Holiday Recipes	\$3.25			
	A Taste of Italy	\$3.25			
	GB Grab Bag Special	\$3.25			
Nebraska orders must add state/local tax if not tax exempt.		Total Qty.			Total \$ Due

20 Minimum

Payment

Check/Money Order ~ Make Payable to School Mate®

MC/Visa ~ Exp. Date: ____ / ____

____ / ____ / ____

3-Digit Security Code ____ (on back of card)

Cardholder _____

Signature _____

Billing Address on credit card: _____