



# 12-13 School Folder Order Form

Signed order form required. Phone orders not accepted. Call 800-516-8339 with questions.  
Mail order to: P.O. Box 2110, Kearney, NE 68848 or Fax order to: 800-570-1767  
Do NOT fax press-ready material.

For Office Use Only – 1/12 Web  
Order # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_

School Name \_\_\_\_\_ District Name \_\_\_\_\_ Contact Name \_\_\_\_\_ Title \_\_\_\_\_ School Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Ship Address (If different. No PO Boxes) \_\_\_\_\_ Ship City, State, Zip \_\_\_\_\_ School Ph (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Home Ph (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ E-mail (required) \_\_\_\_\_

Proof Contact (Provide SUMMER contact info)  
Name \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Home Ph (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ Home E-mail(required) \_\_\_\_\_ Work E-mail (required) \_\_\_\_\_

Bill Attention to: \_\_\_\_\_  
 PO# (opt.) \_\_\_\_\_  Invoice Us  
 Pay by Credit Card: To pay by credit card, go to www.schoolmate.com and click on "Pay Online."  
Early Invoice by \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature Required Below

### Folder Type: Check only one.

### 100 Minimum Order Required

Standard Folder ..... Quantity \_\_\_\_\_ x price/folder \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Handbook Folder ..... Quantity \_\_\_\_\_ x price/folder \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Handbook material is:  Press-ready (don't fax)  Needs to be typeset (enclosed)  Repeat last year's handbook w/ no changes.

### Cover Type/Colors: Complete only one cover selection below.

<input type="checkbox"/> Full-Color Stock Design #F _____ Enclose mascot (optional) or mascot # _____ Complete Cover Wording below for imprint on the cover. <input type="checkbox"/> Repeat last year's front cover design.	<input type="checkbox"/> One-Color Custom Design Specify one ink: _____ <input type="checkbox"/> Stock One-Color Design #CF _____ Enclose mascot (opt.) or mascot # _____ and complete Cover Wording. <input type="checkbox"/> Our own One-Color Design. Submit material and complete Cover Wording. <input type="checkbox"/> Repeat last year's front cover design.	<input type="checkbox"/> Two-Color Custom Design Specify two inks: _____, _____ <input type="checkbox"/> Stock Two-Color Design #TF _____ Enclose mascot (opt.) or mascot # _____ and complete Cover Wording. <input type="checkbox"/> Our own Two-Color Design. Submit material and complete Cover Wording. <input type="checkbox"/> Repeat last year's front cover design.
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### Cover Wording

Wording for Title \_\_\_\_\_  
Additional Wording \_\_\_\_\_

### Back Cover Printing: Check only one. Material not press-ready may incur a charge.

Stock Design #B \_\_\_\_\_  Press-ready (don't fax)  Needs to be typeset (enclosed)  Repeat last year's  Blank

### Pocket Printing: If press-ready or needs to be typeset, please enclose material and indicate left and right placement.

Left Pocket:  Stock Design #P \_\_\_\_\_  Press-ready (don't fax)  Needs to be typeset  Repeat last year's  Blank  
Right Pocket:  Stock Design #P \_\_\_\_\_  Press-ready (don't fax)  Needs to be typeset  Repeat last year's  Blank

UV or Lamination: If blank, folders will be UV Coated.  UV Coating...FREE  Plastic Lamination...20¢/folder \$ \_\_\_\_\_

### 3-Hole Drill: No Extra Charge Yes No If no selection is made, folders will NOT be drilled.



ST1 – Substitute Teacher Folder ..... Quantity \_\_\_\_\_ x price/folder \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Cannot be customized. Does NOT include UV coating or plastic lamination to allow writing. (25 min.)

Shipping: Shipping is FREE for ground delivery within the continental USA. Call for charges to AK, HI, APO, or FPO. Subtotal \$ \_\_\_\_\_

Production: We must have a completed and signed order form and ALL material to begin production (see next page).  
Order will be processed with NORMAL Production, estimated at 30 business days (6 weeks), unless "RUSH Production" is checked below.

**Order will not be processed without a signature.**  
  
Sign Here \_\_\_\_\_ Date \_\_\_\_\_  
By signing, you agree to School Mate's® Terms & Conditions (see next page).

RUSH Production – 3 weeks ..... add 20% \$ \_\_\_\_\_  
Custom material must be submitted press-ready. (\$75 min.)

Delay Ship (opt.):  Apr 27  June 1  July 6  July 20  July 27  
 Aug 3  Aug 10  Aug 17  Aug 24  Aug 31

TOTAL

Nebraska orders, please provide your Nebraska Exempt Sales Certificate (Form 13) to avoid paying sales tax.

SPECIAL INSTRUCTIONS: If you have special instructions, please attach.

# Ordering Details

## Ordering & Payment

- To begin production, we must have a completed and *signed* order form and ALL material, including mascot and any custom material. If material is received after the order is received, the ship date will be adjusted.
- If your school or district requires a purchase order, it is your responsibility to provide it, not School Mate's®
- Except for orders from schools with APO and FPO addresses, orders outside the USA are not accepted.
- Payment from schools/districts is not due until Sept. 1, 2012. Payment for orders shipped after Sept. 1, 2012 is due upon receipt. We reserve the right to require prepayment. Early invoicing is available. All material must be received to invoice early.

## Free Proof

- On the order form, provide a proof contact name, e-mail address, and fax number. If we cannot contact someone to proof your material, production and shipping will be delayed.
- We e-mail a **FREE** proof of any material requiring typesetting or design. This includes front and back covers, pockets, or handbook (area above pockets). Subsequent proofs cost extra.
- Customers who order stock items or submit press-ready material will not receive a proof.
- Proofs are sent 2–3 weeks after we receive your order. You must respond to the proof within 3 business days to avoid production and shipping delays.
- Overlooked errors will be considered customer errors.

## Production Time

- Normal Production** is 30 business days (6 weeks) from the day *after* the order is received. See schedule below. Normal ship dates are estimates as seasonal demands, shortages, or any other reasonable causes can affect ship dates.\*
- RUSH Production** is 15 business days (3 weeks) from the day *after* the order is received. See schedule below. Rush orders incur a 20% up-charge (\$75 minimum). **All material (front and back covers, handbook area, pockets) must be stock items or press-ready, if custom.**
- If Substitute Teacher Folders are ordered separately, they will ship in 5–10 business days. Otherwise, these folders will ship together with your Standard or Handbook Folder order.
- We are not in production on weekends or holidays. Production does NOT include shipping time – see Shipping.
- Changes or corrections to originally submitted material will cause a delay in production and may incur additional charges.

## Free Shipping

- Shipping is **FREE** for orders shipped within the continental USA. Orders to APO, FPO, AK, and HI cost extra — call for charges. Faster delivery service is available for an extra charge.
- All orders within the 50 states are shipped by UPS ground or truck from Kearney, NE. APO and FPO orders are shipped Parcel Post. To prevent delays, we reserve the right to not use customer's shipping account or third-party shipping services.
- UPS will deliver to the door only. Truck drivers are not required to give assistance unloading. You may be responsible for unloading.
- Allow 2–8 business days for delivery on orders within the 50 states. For APO and FPO orders, allow 6–12 weeks (USPS does not guarantee a service commitment for APO and FPO addresses).
- Delayed shipping and invoicing are available.

## 2012 Production Schedule

Order Received	Normal Ship	Rush Ship	Order Received	Normal Ship	Rush Ship	Order Received	Normal Ship	Rush Ship
Feb. 27	Apr. 9	Mar. 19	May 14	June 26	June 5	July 30	Sept. 11	Aug. 20
Mar. 5	Apr. 16	Mar. 26	May 21	July 3	June 12	Aug. 6	Sept. 18	Aug. 27
Mar. 12	Apr. 23	Apr. 2	May 29	July 11	June 19	Aug. 13	Sept. 25	Sept. 4
Mar. 19	Apr. 30	Apr. 9	June 4	July 17	June 25	Aug. 20	Oct. 2	Sept. 11
Mar. 26	May 7	Apr. 16	June 11	July 24	July 2	Aug. 27	Oct. 9	Sept. 18
Apr. 2	May 14	Apr. 23	June 18	July 31	July 10	Sept. 4	Oct. 16	Sept. 25
Apr. 9	May 21	Apr. 30	June 25	Aug. 7	July 17	Sept. 10	Oct. 22	Oct. 1
Apr. 16	May 29	May 7	July 2	Aug. 14	July 24	Sept. 17	Oct. 29	Oct. 8
Apr. 23	June 5	May 14	July 9	Aug. 20	July 30	Sept. 24	Nov. 5	Oct. 15
Apr. 30	June 12	May 21	July 16	Aug. 27	Aug. 6	For orders received before Feb. 27 or after Sept. 24, allow 30 or 15 business days for Normal or Rush production, respectively.		
May 7	June 19	May 29	July 23	Sept. 4	Aug. 13			

\*Normal ship dates are estimates only. All ship dates are when orders ship from the School Mate® plant in Kearney, NE. Allow 2–8 business days for delivery time.

**Terms & Conditions:** These terms supercede any terms and conditions of a purchase order. We do not accept purchase orders without a completed order form. **Payment:** Payment is due Sept. 1, 2012. Payment for orders shipped after Sept. 1, 2012 is due upon receipt. We reserve the right to require prepayment. 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 US currency. All orders are subject to a 5% overrun or underrun. Customer will be invoiced for the number of folders received, not the number ordered. If order is canceled, customer will be liable for any actual costs in preparation or production of the order. **Shipping:** If folders are 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, or any other reasonable causes beyond School Mate's® control. We reserve the right

to deny customer-specified carriers or accounts. **Errors & Defects:** Errors from inadequate proofing or inadequately submitted material are not the fault of School Mate®. Defects in folders 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 folders. **Copyright:** The customer warrants that releases have been obtained to reproduce any and all copyrighted or trademarked material submitted for reproduction. The customer shall defend, indemnify, and hold School Mate® its subsidiaries, and its authorized representatives harmless against all claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of folders.