



# 10-11 Student Planner 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 - 1/10

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 (\_\_\_\_\_) \_\_\_\_\_  
E-mail (required) \_\_\_\_\_

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

Early Invoice by \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature Required Below**

A. PLANNER TYPE	Kindergarten	Primary	Elementary	Middle Sch.	High Sch.	B. QUANTITY
<b>Non-Custom Planner</b> (1-2 weeks production)	<input type="checkbox"/> KGA	<input type="checkbox"/> PRA	<input type="checkbox"/> ELA	<input type="checkbox"/> MSA	<input type="checkbox"/> HSA	# Student Planners _____
<b>Custom Planner</b> (6 weeks production)*	<input type="checkbox"/> KGB	<input type="checkbox"/> PRB	<input type="checkbox"/> ELB	<input type="checkbox"/> MSB	<input type="checkbox"/> HSB	# Teacher Editions (TE) + _____
<b>Custom with Handbook</b> (6-9 weeks production)*	<input type="checkbox"/> KGC	<input type="checkbox"/> PRC	<input type="checkbox"/> ELC	<input type="checkbox"/> MSC	<input type="checkbox"/> HSC	# Total Planners (TP) = _____

\* Refer to *Ordering Details* for production time. **Check only 1 product code above. Submit extra order form(s) for additional product(s).**

**C. NON-CUSTOM PLANNER** KGA, PRA, ELA, MSA, HSA – Skip Sections D, E, F, and G (may order Pg. Marker Rulers). Go to Section H.  
\$ \_\_\_\_\_ x Total Planners (25 minimum order) \*See Price Chart C on next page..... \$ \_\_\_\_\_

**D. CUSTOM PLANNER** KGB, KGC, PRB, PRC, ELB, ELC, MSB, MSC, HSB, HSC  
\$ \_\_\_\_\_ x Total Planners (60 minimum order) \*See Price Chart D on next page..... \$ \_\_\_\_\_

**E. COVER DESIGN** - Only available for Custom Planners. Select cover design and complete Cover Wording below.

- Dura-3D™ Cover** with school name/mascot in black ink: Design # \_\_\_\_\_ Mascot # \_\_\_\_\_  Mascot enclosed..... **FREE**
  - One-Color Custom Design** (not Dura-3D™) One standard ink: # \_\_\_\_\_ Mascot # \_\_\_\_\_  Mascot enclosed..... **FREE**  
 C15  C16  C17  C18  C19  Repeat last year's; change year  Our own design: \_\_enclosed \_\_PDF submitted
  - Two-Color Custom Design** (not Dura-3D™) Two standard inks: # \_\_\_\_\_, \_\_\_\_\_ Mascot # \_\_\_\_\_  Mascot enclosed  
 T15  T16  T17  T18  T19  Repeat last year's; change year  Our own design: \_\_enclosed \_\_PDF submitted ..... **\$40** \$ \_\_\_\_\_
  - Religious Cover Design** (view online – not Dura-3D™) with school name/mascot in black ink..... **FREE**  
 R01  R02  R03  R06  R07 High School Only:  R04  R05  R08  R09 Mascot # \_\_\_\_\_  Mascot enclosed
- Cover Wording \_\_\_\_\_  Print year

**F. ADD HANDBOOK PAGES** - Complete only if ordering Custom Planners KGC, PRC, ELC, MSC, HSC

Total # of pages \_\_\_\_\_ x 4¢/page (3¢ for HSC) x Total Planners..... **Note:** 1 page is 1 side of a sheet of paper ..... \$ \_\_\_\_\_  
1.  Repeat last year's pages 2.  Press-ready pages enclosed 3.  PDF submitted 4.  Typesetting needed: # pages \_\_\_\_\_ x \$25/page .. \$ \_\_\_\_\_

**G. OPTIONS FOR PLANNER & TEACHER ED.** - Only available for Custom Planners (TP = Total Planners, TE = Teacher Editions)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1. Hall Pass Sheet = TP x 12¢ = _____ | <input type="checkbox"/> 3. Planning Stickers = TP x 20¢ = _____ | <input type="checkbox"/> 5. Year-Rnd. Sup. = TP x 25¢ = _____ |
| <input type="checkbox"/> 2. Vinyl Pouch = TP x 20¢ = _____     | <input type="checkbox"/> 4. Pg. Marker Rulers = TP x 20¢ = _____ | <input type="checkbox"/> 6. Char. Ed. Sup. = TP x 25¢ = _____ |
- The following items are for Teacher Editions (TE) only. Options ordered above **MUST** also be included in Teacher Editions.  
 Grade Records = TE x 85¢ = \_\_\_\_\_  Lesson Plans (NA for HS) = TE x 85¢ = \$ \_\_\_\_\_

**H.  Wall Charts** - Coordinates with planner – 1 case contains 5 wall charts (same level; must order by full case).....# cases \_\_\_\_\_ x \$15/case \$ \_\_\_\_\_

**ORDER SUBTOTAL** ..... \$ \_\_\_\_\_

**RUSH Production** – 4 weeks ..... add 15% (\$75 min.) \$ \_\_\_\_\_  
Otherwise, prod. of 6 – 9 weeks. Applies to Custom Planners only.

**Shipping:** (AK, HI, APO, FPO call for pricing) ..... 48 states: **35¢/planner** \$ \_\_\_\_\_

**Delay Ship** (opt.):  Apr 23  June 4  July 9  July 23  July 30  
 Aug 6  Aug 13  Aug 20  Aug 27

**TOTAL**

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

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.

# Completing the Order Form

Or order online at [www.schoolmate.com](http://www.schoolmate.com)

**SCHOOL INFORMATION.** “Contact Name” – the person placing the order. “School Mailing Address” – provide a P.O. Box or complete street address. “Ship Address” – provide a *street address*, not a P.O. Box. DO NOT abbreviate. Orders outside the USA are not accepted.

**PROOF CONTACT.** Provide if placing a *Custom Planner* order. Many orders are processed in the summer. If we cannot contact you for proof approvals, production will be delayed.

**BILL ATTENTION TO.** We require a signed order form. If your school requires a purchase order, provide the number. You may pay by credit card or check; otherwise, we will invoice you when order is shipped. Payment is due Sept. 1, 2010. Indicate if you want early invoicing.

**SECTION A.** Be sure you order the correct product. If you need assistance, call 800-516-8339.

**Non-Custom Planner Codes:**

**KGA** = Kindergarten    **ELA** = Elementary    **HSA** = High School  
**PRA** = Primary    **MSA** = Middle School

You cannot add to/alter these planners. Options and handbook pages are not available. **Complete sections A, B, C, and H. Skip D, E, F, and G.**

**Custom Planner Codes:**

**KGB** = Kindergarten    **ELB** = Elementary    **HSB** = High School  
**PRB** = Primary    **MSB** = Middle School

Choose a cover with your school name/mascot and add options.

**Complete sections A, B, D, E, G (opt.), and H. Skip C and F.**

**KGC** = Kindergarten    **ELC** = Elementary    **HSC** = High School  
**PRC** = Primary    **MSC** = Middle School

Same as above, but includes your school handbook and other pages.

**Complete Sections A, B, D, E, F, G (opt.), and H. Skip C.**

**SECTION B.** Indicate how many Student Planners and Teacher Editions (TE) you want for a Total Planner (TP) quantity. Teacher Editions are the same price as Student Planners.

**\*SECTIONS C AND D.** Include your base price (see charts below) and calculate your total. You receive the discount price only if ALL material is complete and we **receive** your order by May 19<sup>th</sup> (not postmarked by the 19<sup>th</sup>). **No discounts are allowed after May 19, 2010.** Overnight your order if necessary. Incomplete orders or changes to the order after the deadline (e.g., new handbook pages) will disqualify the discount.

**SECTION E.** Choose from 4 cover design options: 1) Dura-3D™, 2) one-color custom, 3) two-color custom, or 4) religious. Mark **ONE** of these boxes; provide the information (and custom material, if necessary) with that selection. Provide your school name **EXACTLY** as you want it to appear on your cover; send your mascot or write the mascot # (from our web site’s mascot library). All planners include a **FREE** durable back cover with our *Dream, Plan, Achieve™* design.

**SECTION F.** Handbook pages can include school rules, calendars, ads, etc. Indicate total page count. **Note: 1 page is 1 side of a sheet of paper.** Mark box 1, 2, 3, or 4 so we know what material we should have. Typesetting charges are \$25/page. If we must typeset handbook pages, production time increases to 45 business days (9 weeks). **DO NOT FAX press-ready handbook pages.**

**SECTION G.** Indicate options you want. Options 1–6 will be placed in ALL planners (Total Planners = TP). If you order Grade Records and/or Lesson Plans, they will be placed in ALL Teacher Editions (TE); we cannot put them in a partial order of the TE. Lesson Plans are NOT available for High School TE, and Option 5 is NOT available for Kindergarten Journals.

**SECTION H.** Indicate if you want wall charts. Mark if you want RUSH Production (does not apply to Non-Custom Planners or orders that require typesetting). Add shipping and calculate your total. We will call if material is missing or we have questions. Production will be delayed if we have trouble contacting you. **Don’t forget to SIGN the order form.**

**DELAY SHIP.** Indicate if you want delayed shipping (opt.). Keep in mind any closing dates, such as spring break and summer closing. Otherwise, orders will ship according to Normal or RUSH Production time. **Delayed shipping is NOT available for APO or FPO.**

**C. NON-CUSTOM PLANNER PRICING**

**\* PRICE WITH DISCOUNT**

Order must be **received** by **May 19, 2010** with **NO** subsequent changes. Incomplete orders **DO NOT** qualify for discount.

KG/PR/EL/MS	quantity	25+	50+	100+	250+	500+	1000+
	price	3.40	2.90	2.65	2.60	2.55	2.45
	price with discount	<b>3.15</b>	<b>2.65</b>	<b>2.40</b>	<b>2.35</b>	<b>2.30</b>	<b>2.20</b>
HS	price	3.15	2.65	2.40	2.35	2.30	2.20
	price w/discount	<b>2.90</b>	<b>2.40</b>	<b>2.15</b>	<b>2.10</b>	<b>2.05</b>	<b>1.95</b>

**D. CUSTOM PLANNER PRICING**

KG/PR/EL/MS	quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
	price	4.15	3.20	3.10	2.95	2.80	2.70	2.65	2.60	2.55
	price with discount	<b>3.90</b>	<b>2.95</b>	<b>2.85</b>	<b>2.70</b>	<b>2.55</b>	<b>2.45</b>	<b>2.40</b>	<b>2.35</b>	<b>2.30</b>
HS	price	3.85	2.90	2.80	2.65	2.50	2.40	2.35	2.30	2.25
	price w/discount	<b>3.60</b>	<b>2.65</b>	<b>2.55</b>	<b>2.40</b>	<b>2.25</b>	<b>2.15</b>	<b>2.10</b>	<b>2.05</b>	<b>2.00</b>

Orders sent via US Post Office, mail to:  
**School Mate® P.O. Box 2110, Kearney, NE 68848**

Orders sent via FedEx, UPS, or other carriers, ship to:  
**School Mate® 3212 E. Hwy 30, Kearney, NE 68847**

To send digital press-ready material (PDF files only): go to **“Submit Material”** on the home page of our web site.

**Terms & Conditions:** 1. We do not accept purchase orders without a completed order form. These terms supercede any terms and conditions of a purchase order or written bid. 2. APO and FPO orders are shipped parcel post. Otherwise, shipping is FOB destination via UPS ground or motor freight carrier. If books 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. 3. Errors from inadequate proofing or material inadequately submitted are not the fault of School Mate®. School Mate® cannot be held responsible for changes after the book is in process. 4. Because the books are dated material, they cannot be returned for any reason. 5. 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. Books damaged due to shipping must be reported within 7 days. 6. If press-ready handbook pages are submitted, a proof will NOT be sent to the customer. 7. Due to our production process, a separate order form is required for each planner product, and each will be shipped and invoiced separately. 8. Payment is due Sept. 1, 2010. Payment for orders shipped after Sept. 1, 2010 is due upon receipt. Accounts 30 days past due will be charged 1.5% interest per month (18% annum) or maximum allowed by law. We reserve the right to require prepayment. All prices are based on USA currency. 9. If order is canceled, customer will be liable for any actual costs in preparation or production of the order. 10. Ship dates are based on the day AFTER the order is received and based on production time. 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. All ship dates are estimates. 11. Early Order Discount may not be used with other offers or discounts or on reorders received after the deadline. 12. 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 planners. 13. Supplies are limited. We reserve the right to substitute Value Covers and back covers if inventory is depleted.



# Ordering Details

## Early Order Discount

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- **Save 25¢ per Student Planner if we receive your order by May 19, 2010.**

**IMPORTANT:** We must receive ALL material (mascot, handbook pages, cover, etc.) to begin processing your order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 19, 2010.

## Ordering & Payment

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- To begin production, we must have a completed order form and ALL material, including handbook pages, mascot, and other material with no subsequent changes. If any material arrives after the order is received, the ship date will be adjusted. The order form must be signed to begin production.
- If your school or district requires a purchase order, it is your responsibility to provide it, not School Mate's.® You are also responsible for notifying your school's purchasing department of any order changes that may affect the purchase order.
- Except for orders from schools with APO and FPO addresses, orders outside the USA are not accepted.
- Orders will be invoiced upon shipping. Payment from schools or school districts is not due until Sept. 1, 2010. We reserve the right to require prepayment on orders. Early invoicing is available. All material must be received to invoice early.

## Free Proof

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- We will send a proof of any material that requires typesetting or design (handbook pages, advertising, and cover). Proofs are not sent for press-ready handbooks. The first proof is free; additional proofs are subject to a charge.
- On the order form, provide a proof contact person and his or her contact info (including e-mail address), or production and shipping will be delayed.
- Proofs are sent 1–3 weeks after we receive your order. You must approve the proof within 3 business days to avoid production and shipping delays.
- Overlooked errors are considered customer errors.

## Reorders

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- A reorder is a subsequent order requesting planners for the same school year. On the original order, we recommend ordering extra to account for unexpected enrollment and lost planners. A small reorder later may cost more.
- Custom Planner reorders require a minimum of 25. Non-Custom Planner reorders require a minimum of 10.
- Download a *Reorder Form* from our web site and call us if you need assistance.

## Production Time

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- All production begins the day *after* the order is received.
- Normal or Rush Production time does not include weekends, holidays, or shipping time.
- Normal Production time is estimated as seasonal demands, shortages, or any other reasonable causes can affect it.

### Non-Custom Planners

*KGA, PRA, ELA, MSA, HSA*

Production Time.....5 – 10 business days (1–2 weeks)

### Custom Planners

*KGB, KGC, PRB, PRC, ELB, ELC, MSB, MSC, HSB, HSC*

RUSH Production.....20 business days (4 weeks)

Normal Production.....30 business days (6 weeks)

Normal Production\*.....45 business days (9 weeks)

\*If order requires handbook typesetting.

**RUSH orders incur a 15% up-charge on the subtotal (\$75 minimum). All material must be stock items or press-ready if custom.**

**NOTE:** Custom Planner orders received after June 15 have an estimated production time of 30–45 business days (6–9 weeks) for Normal Production.

## Shipping

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- Production time does NOT include shipping time. Allow 2–8 business days for delivery on orders within the 50 states. For APO and FPO orders, allow approximately 6–12 weeks (the USPS does not guarantee a service commitment for APO and FPO addresses).
- Change orders or halts to production will incur an extra charge and delay the ship date.
- All orders within the 50 states are shipped FOB, destination by UPS ground or truck from Kearney, NE. Shipping charges to the continental 48 states will be 35¢ per planner. AK and HI orders are extra; call for charges. APO and FPO orders are shipped parcel post; call for charges.
- UPS will deliver to the door only. Truck drivers are not required to give assistance unloading. You may be responsible for unloading and storing items.
- Delayed shipping and invoicing are available.
- Please keep in mind your school's schedule and choose a delay ship date if necessary to ensure that someone is available to receive your shipment (not available for APO and FPO orders). See the order form.
- Earliest orders ship spring 2010.

**Order Online at [www.schoolmate.com](http://www.schoolmate.com)**