



09/10 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: 308-236-8169
Do NOT fax press-ready material.

For Office Use Only – 1/09

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 (____) _____ Email _____
(Required)

Proof Contact (Provide SUMMER contact info)

Name _____ Email _____
Home Ph (____) _____ Fax (____) _____

Bill Attention to:

PO Not Required PO To Follow Payment Enclosed Invoice Us
PO# or Credit Card# _____
Cardholder (print name) _____
C.C. Exp. Date ____/____/____ 3-Digit Code ____-____-____ **Early Invoice by** ____/____/____
(On back of card)

A. PLANNER TYPE	Production	Primary	Elementary	Middle School	High School	B. QUANTITY
Non-Custom Planner 15 bus. days (3 weeks)	<input type="checkbox"/> PRA	<input type="checkbox"/> ELA	<input type="checkbox"/> MSA	<input type="checkbox"/> HSA	# Student Planners _____	
Custom Planner 30 bus. days (6 weeks)	<input type="checkbox"/> PRB	<input type="checkbox"/> ELB	<input type="checkbox"/> MSB	<input type="checkbox"/> HSB	# Teacher Editions (TE) + _____	
Custom with Handbook 30 bus. days (6 weeks)*	<input type="checkbox"/> PRC	<input type="checkbox"/> ELC	<input type="checkbox"/> MSC	<input type="checkbox"/> HSC	# Total Planners (TP) = _____	

Check only 1 product code above. Submit extra order form(s) for additional product(s). *45 days (9 weeks) if typesetting is required.

C. NON-CUSTOM PLANNER PRA, ELA, MSA, HSA – Skip Sections D, E, F, and G. Go to Section H.

\$ _____ x Total Planners \$ _____

*See Price Chart C

D. CUSTOM PLANNER PRB, ELB, MSB, HSB, PRC, ELC, MSC, HSC

\$ _____ x Total Planners \$ _____

*See Price Chart D

E. COVER DESIGN - Only available for Custom Planners

- Dura-3D™ Cover** ... with school name/mascot in black ink. Design # _____ Mascot # _____ (or enclose) Print year **FREE**
- One-Color Custom Design** (not Dura-3D™)... Choose one standard ink: # _____
 C15 C16 C17 C18 Repeat last year's; change year Custom design – enclosed Mascot # _____ (or enclose) **FREE**
- Two-Color Custom Design** (not Dura-3D™)... Choose two standard inks: # _____, _____
 T15 T16 T17 T18 Repeat last year's; change year Custom design – enclosed Mascot # _____ (or enclose) **\$40** \$ _____
- Religious Cover Design** (see online – not Dura-3D™)... with school name/mascot in black ink.
 R01 R02 R03 R06 R07 High School Only: R04 R05 R08 R09 Mascot # _____ (or enclose) **FREE**

Cover Wording _____

F. ADD HANDBOOK PAGES - Complete only if ordering Custom Planners 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. Providing PDF 4. Typesetting required: _____ # pages (\$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¢ = _____ |
- \$ _____ opt. total

The following items are for Teacher Editions (TE) only. Options ordered above will 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 minimum) \$ _____
Otherwise, prod. of 6 – 9 weeks. Applies to custom planners only.

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

Delay Ship (opt.): Apr 24 June 5 July 10 July 24 July 31
 Aug 7 Aug 14 Aug 21 Aug 28

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.



Guide to Completing the Order Form

Order online at www.schoolmate.com

SCHOOL INFORMATION. "Contact Name" should be the person placing the order. For "School Mailing Address," provide the *mailing* address, such as a P.O. Box or complete street address of the school. For "Ship Address," give us 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, you must obtain the number. You may pay with a credit card or check, otherwise we will invoice you after your order is shipped. Payment is not due until Sept. 1, 2009. Indicate if you want us to invoice you earlier.

SECTION A. We want to be sure you receive the right planner. If you need assistance, CALL US at 800-516-8339.

Non-Custom Planner Codes:

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

You cannot add anything to these planners. Options and handbook pages are not available. Complete only Sections A, B, C, and H. Skip D, E, F, and G.

Custom Planner Codes:

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

Choose a cover with your school's name and add options. Complete Sections A, B, D, E, G (opt.), and H. Skip C and F.

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

Same as above, but you can add your school's handbook and other pages. Complete Sections A, B, D, E, F, G (opt.), and H.

SECTION B. Tell us 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.** Calculate your base price (see charts below). You are eligible for the discount only if ALL material is complete, and we receive your order by May 13, not if your order is postmarked by the 13th. Overnight your order if necessary. **No discounts are allowed after May 13, 2009.** Incomplete orders or changes to the order after the deadline, e.g., new handbook pages, will disqualify the discount.

SECTION E. You have 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 mascot library). All planners come with a **FREE** Dura-Board™ 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 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; we will not put them in a partial order of the Teacher Editions. Lesson Plans are NOT available for High School Teacher Editions.

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 total your order. If something is missing or we have questions, we will call. Production will be delayed if we have trouble contacting you. **Don't forget to SIGN the order form.**

DELAY SHIP. This is optional. Indicate if you want delayed shipping. Keep in mind any closing dates such as spring break and summer closing. Otherwise, orders will ship according to normal or rush production time. **Delay ship NOT available for APO or FPO.**

PRICE CHARTS	C. NON-CUSTOM PLANNERS							D. CUSTOM PLANNERS											
	PR/EL/MS	quantity	25+	50+	100+	250+	500+	1000+	PR/EL/MS	quantity	100+	150+	250+	500+	750+	1000+	1500+	2000+	
		price	3.40	2.90	2.65	2.60	2.55	2.45			price	3.20	3.10	2.95	2.80	2.70	2.65	2.60	2.55
		price w/discount	3.15	2.65	2.40	2.35	2.30	2.20			price w/discount	2.95	2.85	2.70	2.55	2.45	2.40	2.35	2.30
	HS	price	3.15	2.65	2.40	2.35	2.30	2.20			price	2.90	2.80	2.65	2.50	2.40	2.35	2.30	2.25
		price w/discount	2.90	2.40	2.15	2.10	2.05	1.95			price w/discount	2.65	2.55	2.40	2.25	2.15	2.10	2.05	2.00

*** Discount Price** - Order must be received by May 13, 2009 with NO subsequent changes. **Incomplete orders DO NOT qualify for discount.**

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®. 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. 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, 2009. Payment for orders shipped after Sept. 1, 2009, is due upon receipt. Accounts 30 days past due will be charged 1.5% interest per month (18% annum) or max 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. Supplies are limited. We reserve the right to substitute Value Covers if inventory is depleted.

Considerations



Early Order Discount

- **Save 25¢ per planner if we receive your order by May 13, 2009.** See price charts. Discount applies to ALL planners: Primary, Elementary, Middle School, and High School.

IMPORTANT: We must receive ALL material (title page, handbook pages, advertising, cover) to begin processing your order. Incomplete orders do not qualify and discount will be invalidated if material arrives late or there are changes after May 13, 2009.

Ordering & Payment

- 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 is received 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®.
- Except for orders from schools with APO and FPO addresses, orders outside the USA are not accepted.
- Payment from schools or school districts is not due until Sept. 1, 2009. We reserve the right to require prepayment on orders. Early invoicing is available. (All material must be received to invoice early.)

Free Proof

- On the order form, provide a proof contact person and his or her contact info including email address, or production and shipping will be delayed.
- We will send a proof of any material that requires typesetting or design (cover, handbook pages, title page, and advertising). Proofs are not sent on press-ready handbooks. The first proof is free; additional proofs are subject to a charge.
- 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

- A reorder is a subsequent order requesting planners for the same school year.
- On the original order, we suggest ordering extra planners to account for transfer students, lost planners, or unexpected enrollment. A small reorder later may cost more.
- Reorders for Custom Planners require a minimum order of 25. Reorders of less than 25 will be filled with Non-Custom Planners.
- Reorders for Non-Custom Planners require a minimum order of 10.
- Download a Reorder Form from our web site, or call us if you need assistance.

Production Time

- **Normal Production** for Non-Custom Planners (PRA, ELA, MSA, and HSA) is estimated at **15 business days** (3 weeks) from the day *after* order is received.
- **Normal Production** for Custom Planners (PRB, PRC, ELB, ELC, MSB, MSC, HSB, and HSC) is estimated at **30 business days** (6 weeks) from the day *after* order is received. If handbook requires typesetting, estimated production time is **45 business days** (9 weeks). Custom orders received after June 15 will have an estimated production time of **30–45 business days** (6–9 weeks).
- **Normal Production** time is estimated as seasonal demands, shortages, or any other reasonable causes can affect it.
- **RUSH Production** for Custom Planners (PRB, PRC, ELB, ELC, MSB, MSC, HSB, and HSC) is **20 business days** (4 weeks) from the day *after* the order is received. RUSH orders will incur a 15% up-charge on the subtotal (\$75 minimum). **All material (title page, handbook pages, advertising, cover) must be stock items or press-ready, if custom.**
- Normal or Rush Production time does not include weekends, holidays, or shipping time.

Shipping

- Allow 2-8 business days for delivery on orders within the 50 states. Allow 6 weeks for APO and FPO orders.
- Change orders or halts to production will incur a charge and delay the ship date for custom planners.
- All orders within the 50 states are shipped FOB, destination by UPS or truck. All orders ship 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.
- Earliest orders ship spring 2009.
- Delayed shipping and invoicing are available.



**Planners are
now more GREEN**

- Pages are printed on 30% post-consumer recycled paper.
- Plastic binding and front cover are made from polypropylene and are recyclable (Resin Code 5).
- We use eco-friendly inks (no VOCs) and printing processes that do not release harmful chemicals into the environment.

Order Online at www.schoolmate.com