

16-17 PRIMARY PLANNER ORDER FORM

Order online or complete and sign this order form. Phone orders not accepted. Call 800-516-8339 with questions.

Mail order to: P.O. Box 2110, Kearney, NE 68848 or Fax: 800-570-1767 **Do NOT fax press-ready material.**

For Office Use Only – 9/16 PR 50%

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 ALL 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

A CHOOSE PLANNER – Check only 1 product code below. Submit extra order form(s) for additional product(s).		B QUANTITY
PLANNER TYPE	Primary	# Student Planners..... _____
Non-Custom Planners	<input type="checkbox"/> PRA	# Teacher Editions (TE) + ... _____
Custom Planners	<input type="checkbox"/> PRB	# Total Planners (TP) = ... _____
Custom with Handbooks	<input type="checkbox"/> PRC	



See price chart on next page.
Offer only good on Primary Planners.

C NON-CUSTOM PLANNERS – See Price Chart C p. 2.
 \$ _____ x Total Planners (TP) (25 min. order) = \$ _____
 PRA Continue on to sections H and I.

D CUSTOM PLANNERS (With or without Handbooks) – See Price Chart D p. 2.
 \$ _____ x Total Planners (TP) (60 min. order) = \$ _____
 PRB **PRC** Continue on to sections E, F, G, H, and I.

E COVERS – For Custom Planners only. Select a cover design and complete the **Cover Wording** (also indicate if years are to be printed) and **Mascot** below.

- Poly-Pro™ Cover** with school name/mascot in black ink: Design # _____ FREE
- Full Color Agenda Cover** – For ACB and AGC only with school name/mascot in black ink: # FC _____ FREE
- Religious Cover** with school name/mascot in black ink: #R- _____ FREE
- One-Color Cover** – Indicate 1 standard ink: _____ FREE
 #C _____ Repeat last year's; change year Our own design
- Multi-Color or Photo Cover** – Indicate 2 standard inks: _____ **TP x 25¢ = \$**
 #T _____ Repeat last year's; change year Our own design
 Photo Cover # F _____; Own photo OR Photo mascot # _____ Repeat last year's design; change year

Cover Wording: _____ print 2016-2017
Mascot: Online mascot # _____ Own mascot Repeat last year's mascot

Custom Back Cover (Optional) Press-ready back cover enclosed OR PDF uploaded **TP x 25¢ = \$**

(\$40 minimum)

(\$40 minimum)

F OPTIONS & TEACHER AIDS – For Custom Planners only. All options ordered will be included in both Student Planners & Teacher Editions.

Note: Vinyl Pouch (#4) is included in the Primary Planner at no additional cost.

- Hall Pass Sheet... **TP x 12¢ =** _____
- Year-Rnd. Suppl. **TP x 25¢ =** _____ → bind in: front of planner back of planner
- Char. Ed. Suppl... **TP x 25¢ =** _____
- Vinyl Pouch... **TP x 25¢ =** _____
- Planning Stickers... **TP x 20¢ =** _____ = \$ _____

Inserts: IN1 IN2 IN3 IN4 #Total Inserts _____ x 25¢ x TP = \$ _____

Options for Teacher Editions (TE) only – will be placed in all TEs ordered.
 Grade Records..... **TE x 85¢ =** _____ Lesson Plans..... **TE x 85¢ =** _____ = \$ _____

Options 1–5 Total

G ADD HANDBOOK PAGES – For Custom Planners only.

Note: 1 page is 1 side of a sheet of paper. #Total Custom Pages _____ x 4¢/page x TP = \$ _____
 Repeat last year's pages Press-ready pages enclosed PDF uploaded Typesetting needed: # pages _____ x \$25/page = \$ _____

H EXTRAS – Available for ALL planners & agendas (Custom and Non-Custom).

Page Marker Rulers – Must order for all, no partials. **TP x 20¢ = \$** _____
 Wall Charts – Case contains 5 wall charts (same level; must order by full case) #cases _____ x \$15 = \$ _____

Order will not be processed without a signature.

Sign Here _____ Date _____
 By signing, you agree to School Mate's® Terms & Conditions on p.3.

I SHIPPING & ORDER TOTALS

ORDER SUBTOTAL – total ALL sections = \$ _____

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

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.

TOTAL

Completing the Planner Order Form

or order online at 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. If we cannot contact you for proof approvals, production will be delayed.

BILL ATTENTION TO. We require a signed order form – see bottom. If your school requires a PO, provide the number. You may pay by credit card or check; otherwise, we will invoice you when order is shipped. Payment is due upon receipt.

SECTION A. Be sure you order the correct product. Due to our production process, a separate order form is required for each planner product, and each will be shipped, priced, and invoiced separately. Call 800-516-8339 if you need assistance.

Non-Custom Planner Codes:

PRA = Primary

You cannot add to/alter these planners. Options and handbook pages are not available. **Complete sections A, B, C, H, and I only.**

Custom Planner Codes:

PRB = Primary

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

Complete sections A, B, D, E, F, H, and I. Skip G.

PRC = Primary

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

Complete sections A, B, D, E, F, G, H, and I.

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 & D.** Include your base price (see charts below) and calculate your total.

SECTION E. Choose from 5 cover options. Check only **ONE** box; provide the information and custom material, as needed. 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). Indicate if you want a custom back cover (#6).

SECTION F. Indicate options you want. Options 1–6 will be placed in ALL planners (TP). Grade Records and/or Lesson Plans will be placed in ALL Teacher Editions (TE); we cannot put them in a partial order.

SECTION G. Handbook pages can include school rules, ads, etc. Indicate total page count. **Note: 1 page is 1 side of a sheet of paper.** Check the box to indicate material provided. **DO NOT FAX press-ready handbook pages.**

SECTION H. Page Marker Rulers and Wall Charts available for all planners.

SECTION I. Add shipping and calculate your total. We will call with questions. Production will be delayed if we have trouble contacting you. **We require a SIGNED order form to begin production.**

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 upload digital press-ready material, go to
“Upload Material” on the home page of our web site.

CHART C. NON-CUSTOM Planner Pricing

PRA

Quantity	25+	50+	100+	250+	500+	1000+
Price	1.75	1.50	1.38	1.35	1.33	1.28

50% OFF

Prices reflect 50% OFF our regular base price. Good only on Primary Student Planners.

CHART D. CUSTOM Planner Pricing

PRB PRC

Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
Price	2.13	1.65	1.60	1.53	1.45	1.40	1.38	1.35	1.33

50% OFF

Prices reflect 50% OFF our regular base price. Good only on Primary Student Planners.

Terms & Conditions



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 arrives after the order is received, the ship date will be adjusted. The order form must be signed to begin production.
- We require a complete order form (not a PO). If your school requires a PO, you are responsible for providing it and notifying your school's purchasing department of changes that may affect the PO. Our terms supercede any terms from a PO or written bid.
- If you are required to receive deliveries by a specific date, you are responsible for placing your order on time and for charges incurred if the order is refused due to PO expiration.
- Except for orders from schools with APO and FPO addresses, orders outside the USA are not accepted. We reserve the right to deny orders from individuals, retailers, or non-educational parties.
- Orders will be invoiced upon shipping. Payment from schools or school districts is due upon receipt. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. We reserve the right to require prepayment.
- Order and all material must be received to invoice early.
- If order is canceled, customer will be liable for any actual costs in preparation or production of the order.
- Multiple orders cannot be combined for volume discounts.
- Supplies are limited. We reserve the right to substitute covers.
- All prices are based on USA currency.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If customer furnishes any custom material, the customer shall defend, indemnify, and hold School Mate® and its subsidiaries harmless against 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.

Free Proof

- You will receive 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; extra proofs are subject to a charge.
- For faxed or mailed order forms, provide a proof contact person and his/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 delays.
- Overlooked errors or material inadequately submitted by the customer are considered customer errors.
- We are not responsible for changes after the book is in process.

Production Time

- 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.

Shipping

- Production time does NOT include shipping time. Allow 2–8 business days for delivery within the 50 states. For APO and FPO orders, allow approx. 6–12 weeks (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 by UPS ground or truck from Kearney, NE. To prevent shipping delays, we reserve the right to deny customer-specified carriers or accounts. Shipping charges to the continental 48 states will be 35¢ per book.
- 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 unload. You may be responsible for unloading items.
- Please ensure someone is available to receive your shipment. 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 extra charges.
- Books cannot be returned for any reason.
- Defective books, 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 books. Books damaged due to shipping must be reported within 7 days. The customer must retain all packaging, including boxes, if a claim is made.
- 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.

Reorders

- 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, transfer students, and lost planner. Reordering more planners later may cost more.
- Custom Planner reorders require a minimum of 25. Non-Custom Planner reorders require a minimum of 10.
- Contact us if you need to place a reorder.