

18-19 STUDENT 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 – 1/18 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 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	Kindergarten	Primary	Elementary	Middle School	High School	Undated Agenda	Dated Agenda	Classic	Scholar	# Student Planners	# Teacher Editions (TE) + ...	# Total Planners (TP) = ...
Non-Custom Planners	<input type="checkbox"/> KGA	<input type="checkbox"/> PRA	<input type="checkbox"/> ELA	<input type="checkbox"/> MSA	<input type="checkbox"/> HSA	<input type="checkbox"/> UDA	<input type="checkbox"/> AGA	<input type="checkbox"/> CLA	<input type="checkbox"/> SRA	_____	_____	_____
Custom Planners	<input type="checkbox"/> KGB	<input type="checkbox"/> PRB	<input type="checkbox"/> ELB	<input type="checkbox"/> MSB	<input type="checkbox"/> HSB	NA	<input type="checkbox"/> AGB	<input type="checkbox"/> CLB	<input type="checkbox"/> SRB	_____	_____	_____
Custom with Handbooks	<input type="checkbox"/> KGC	<input type="checkbox"/> PRC	<input type="checkbox"/> ELC	<input type="checkbox"/> MSC	<input type="checkbox"/> HSC	NA	<input type="checkbox"/> AGC	<input type="checkbox"/> CLC	<input type="checkbox"/> SRC	_____	_____	_____

C NON-CUSTOM PLANNERS – See Price Chart C p. 2.
 \$ _____ x Total Planners (TP) (25 min. order, 60 min. for UDA) ... = \$ _____
 KGA PRA ELA MSA HSA UDA AGA CLA SRA
 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) ... = \$ _____
 KGB KGC PRB PRC ELB ELC MSB MSC HSB HSC AGB AGC CLB CLC SRB SRC
 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 AGB 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 uploaded
- Multi-Color or Photo Cover** – Indicate 2 standard inks: _____ TP x 25¢ = \$ _____ (\$40 minimum)
 #T _____ Repeat last year's; change year Our own design uploaded
 Photo Cover # F _____; Own photo OR Photo mascot # _____ Repeat last year's design; change year

Cover Wording: _____ print 2018-2019
Mascot: Online mascot # _____ Own mascot Repeat last year's mascot

- Custom Back Cover** (Optional) Our own design uploaded OR Repeat last year's design TP x 25¢ = \$ _____ (\$40 minimum)


F OPTIONS & TEACHER AIDS – For Custom Planners only. All options ordered will be included in both Student Planners & Teacher Editions.
 Only options available for AGB & AGC are 4, 5, and 6. Only option available for CLB, CLC, SRB & SRC is 6.

- 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¢ = _____ = \$ _____

6. 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 (NA for HSB, HSC, SRB, or SRC) TE x 85¢ = _____ = \$ _____

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 (3¢ for HSC, SRC & AGC) 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 \$25 = \$ _____

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
 Subtotal = \$ _____
 RUSH Production – 4 weeks (Custom Planners only) – add 15% (\$75 min.) = \$ _____
 Shipping – (AK, HI, APO, FPO call for pricing) 48 states... 35¢/planner = \$ _____
 Pretax Total = \$ _____
 State Tax (NE and FL only, if applicable) = \$ _____
 Delay Ship (opt.): Apr 20 June 1 June 29 July 6 July 13 July 20
 July 27 Aug 3 Aug 10 Aug 17 Aug 24

Special Instructions: NE & FL orders only: To avoid paying sales tax, Nebraska orders must attach if you have any. submit Form 13, and Florida orders must submit Form DR-13 or DR-14.

TOTAL

Completing the Planner Order Form

or order online at www.schoolmate.com



School Events Agendas **TB TC QB QC** must be ordered online.

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 – 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 Sept. 1, 2018. Indicate if you want early invoicing.

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:

KGA = Kindergarten **MSA** = Middle School **CLA** = Classic
PRA = Primary **HSA** = High School **SRA** = Scholar
ELA = Elementary **UDA** = Undated Agenda **AGA** = Dated Agenda

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:

KGB = Kindergarten **MSB** = Middle School **CLB** = Classic
PRB = Primary **HSB** = High School **SRB** = Scholar
ELB = Elementary **AGB** = Dated Agenda

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

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

KGC = Kindergarten **MSC** = Middle School **CLC** = Classic
PRC = Primary **HSC** = High School **SRC** = Scholar
ELC = Elementary **AGC** = Dated Agenda

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

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

CHART C. NON-CUSTOM Planner Pricing

KG/PR/EL/MS	Quantity	25+	50+	100+	250+	500+	1000+
	Price	3.50	3.00	2.75	2.70	2.65	2.55
	Price w/ discount*	3.25	2.75	2.50	2.45	2.40	2.30
HS	Price	3.25	2.75	2.50	2.45	2.40	2.30
	Price w/ discount*	3.00	2.50	2.25	2.20	2.15	2.05
CL	Price	3.00	2.50	2.25	2.20	2.15	2.05
SR	Price	2.75	2.25	2.00	1.90	1.85	1.75
AG	Price	2.80	2.30	2.05	2.00	1.95	1.90
UDA	Price	1.80 per agenda (60 minimum order)					

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. You receive the discount price only if ALL material is complete and we **receive** your order by May 16th (not postmarked by the 16th). **No discounts are allowed after May 16, 2018.** Overnight your order if necessary. Incomplete orders or changes to the order after the deadline (e.g., new handbook pages) will disqualify the discount. Early Order Discount does **NOT** apply to Budget Planners or Student Agendas.

SECTION E. Choose from 5 cover options. Option 2 is available for AGB and AGC only. 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. Lesson Plans are NOT available for HS or Scholar TE, and Option 2 is NOT available for KG Journals.

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. Check if you want RUSH Production (does not apply to Undated Agendas, Non-Custom Planners or Agendas, or orders that require typesetting). Add shipping and calculate your total. Indicate if you want delayed shipping (opt.). Keep in mind any closing dates, such as spring break and summer. Otherwise, orders will ship according to Normal or RUSH Production time (p. 3). **Delayed shipping is NOT available for APO or FPO.** We will call with any questions. Production will be delayed if we have trouble contacting you. **We require a SIGNED order form to begin production.**

CHART D. CUSTOM Planner Pricing

KG/PR/EL/MS	Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
	Price	4.25	3.30	3.20	3.05	2.90	2.80	2.75	2.70	2.65
	Price w/ discount*	4.00	3.05	2.95	2.80	2.65	2.55	2.50	2.45	2.40
HS	Price	3.95	3.00	2.90	2.75	2.60	2.50	2.45	2.40	2.35
	Price w/ discount*	3.70	2.75	2.65	2.50	2.35	2.25	2.20	2.15	2.10
CL	Price	3.75	2.80	2.70	2.55	2.40	2.30	2.25	2.20	2.15
SR	Price	3.30	2.45	2.35	2.25	2.10	2.00	1.95	1.90	1.85
AG	Price	3.40	2.45	2.40	2.35	2.25	2.15	2.10	2.05	2.00

Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. On the original order, we recommend ordering extra to account for unexpected enrollment, transfer students, and lost planners/agendas. Reordering more planners later may cost more.
- Custom Planner and Agenda reorders require a minimum of 25. Non-Custom Planner and Agenda reorders require a minimum of 10. Undated 7" x 9" Student Agenda reorders require a minimum of 60. School Events Agenda reorders require a minimum of 100.
- Contact us if you need to place a reorder.

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 Files” on the home page of our web site.

Terms & Conditions



Early Order Discount

- **Save 25¢ per planner if we receive your order by May 16, 2018.** See prices with discounts on p. 2. Discount does not apply to Budget Planners, Student Agendas,® or School Events Agendas, and cannot be used with other discounts or on reorders after the deadline.
- **IMPORTANT:** ALL material (mascot/logo, handbook pages, cover, etc.) must be received to begin processing the order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 16, 2018.

Ordering

- School Mate,® hereinafter referred to as the Company, agrees to produce planners in accordance with information furnished on the order form. The person submitting the order, hereinafter referred to as the Customer, agrees to furnish a completed, **signed** order form and all material to be produced in the Customer's planners, including handbook pages, mascot, and other material with no subsequent changes. The Customer specifically representing the submitting organization is at least 18 years old and is fully authorized to sign this application as agent on behalf of the organization.
- A submitted order constitutes a binding Contract between the Company and the Customer. No other statements or oral agreements are binding.
- If Customer's organization requires a PO, the Customer is responsible for providing it and notifying their purchasing department of changes that may affect the PO. The Company's terms supercede any terms from a PO or written bid.
- If order must be delivered by a specific date, the Customer is responsible for placing the order on time and for charges incurred if the order is refused due to PO expiration.
- Orders outside the USA are not accepted, except for orders from schools with APO and FPO addresses. The Company reserves the right to deny orders from individuals, retailers, non-educational parties, or others for just cause.
- Supplies are limited. The Company reserves the right to substitute covers.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If Customer furnishes custom material, the Customer shall defend, indemnify, and hold the Company 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.
- The parties agree that the validity, construction, and performance of the order form shall be governed by the laws of the State of Nebraska. The Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any court of competent jurisdiction in Nebraska for any dispute concerning or related to the order. The Customer further agrees that any action arising from the terms of the order shall be filed exclusively in a court of competent jurisdiction in Nebraska. Customer further consents to venue in Nebraska and waives any rights to challenge venue in Nebraska.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2018. Payment for orders shipped after Sept. 1, 2018 is due upon receipt. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. The Customer is liable for any collection fees incurred. The Company reserves the right to require prepayment. All prices are based on USA currency.
- Order and all material must be received to invoice early. Delayed shipping and invoicing are also available.
- If order is canceled, the Customer will be liable for any costs in preparation or production of the order.
- Multiple orders cannot be combined for volume discounts.
- NE and FL orders only: To avoid paying sales tax, NE orders must submit Form 13 (NE Exempt Sales Certificate). FL orders must submit Form DR-13 (Resale Certificate) or DR-14 (Consumer's Certificate of Exemption).

Free Proof

- Proofs are sent for material that requires typesetting or design (handbook pages, advertising, cover). Proofs are not sent for press-ready handbooks. 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), or production and shipping will be delayed. Proofs are sent 1–3 weeks after order is received. Customer must approve the proof within 3 business days to avoid delays.
- Overlooked errors or material inadequately submitted by the Customer are considered Customer errors.
- The Company is not responsible for changes after the book is in process.

Production

- Production begins the day *after* the completed, **signed** order form and all material is received. Delayed material will delay production and ship date.
- Normal or Rush Production time does not include weekends, holidays, or shipping time. **See chart below.** Normal Production time is *estimated* as seasonal demands, shortages, or any other reasonable causes can affect it.

Non-Custom Planners/Agendas & Undated Agendas®

KGA, PRA, ELA, MSA, HSA, AGA, UDA, CLA, SRA

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

Custom Planners/Agendas – *KGB, KGC, PRB, PRC, ELB, ELC,*

MSB, MSC, HSB, HSC, AGB, AGC, TB, TC, QB, QC, CLB, CLC, SRB, SRC

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

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

RUSH orders incur a 15% up-charge on the subtotal (\$75 min.).

All material must be stock items or press-ready if custom.

NOTE: Orders ship once completed; however, earliest orders ship spring 2018. If necessary, choose a delay ship date to ensure someone can receive the order. Check your school calendar.

Orders received after June 15, 2018 may require 30–45 business days (6–9 weeks) for Normal Production due to heavy demand.

Shipping

- 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 production halts will incur charges and delay shipping.
- All orders within the 50 states ship via UPS ground or truck from Kearney, NE. APO and FPO orders ship via standard post. To prevent shipping delays, the Company reserves the right to deny Customer-specified carriers or accounts. Shipping charges within the continental USA are 35¢ per book. AK, HI, APO, and FPO orders cost extra; call for charges.
- UPS will deliver to the door only. Truck drivers are not required to unload. The Customer may be responsible for unloading items.
- Choose a delay ship date, if needed, to ensure someone is available to receive order (not available for APO/FPO orders). See the order form. If order is returned to the Company because no one was available to receive the order, or if freight is rerouted, the Customer is liable for extra charges.
- Books cannot be returned for any reason.
- Defective books, not due to shipping damage, must be reported to the Company within 90 days of ship date. The Company reserves the right to repair, replace, or credit defective books. Book damage due to shipping or any other shipment issues must be reported within 7 days. The Customer must retain all packaging, including boxes, if a claim is made.
- The Company is not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond the Company's control.

Call **800-516-8339**