



P. O. Box 2110 • Kearney, NE 68848
800-516-8339 • Fax: 800-570-1767

REORDER FORM 13-14 Student Planners

A reorder is a subsequent order requesting additional Student Planners for the same school year (13-14).

For Office Use Only – 7/13

Order # _____
Date Rec'd _____

Shipping Address – NO P.O. Boxes

School/Warehouse _____
Attn _____
Street Address _____
City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____

Purchase Order # _____
This reorder form must accompany all purchase orders.

Billing Address

School/District _____
Attn _____
Mailing Address (P.O. Box) _____
City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____

Order will not be processed without a signature.
Sign Here _____ Date _____
By signing, you agree to the terms below.

Choice #1 CUSTOM PLANNERS – Minimum 25

Choose One: KGB PRB ELB MSB HSB CLB SRB
 KGC PRC ELC MSC HSC CLC SRC

Please Note: Call for pricing. Complete the section below if reordering Custom Planners exactly like your original order.

A separate order form is required for each Student Planner product code.

Choice #2 NON-CUSTOM PLANNERS – Minimum 10

No options, value cover only

Choose One: KGA PRA ELA MSA HSA CLA SRA

Quantity	10-24	25+	50+	100+	250+	500+	1000+
KGA/PRA/ELA/MSA	4.15	3.40	2.90	2.65	2.60	2.55	2.45
HSA	3.90	3.15	2.65	2.40	2.35	2.30	2.20
CLA	3.65	2.90	2.40	2.15	2.10	2.05	1.95
SRA	3.40	2.65	2.15	1.90	1.80	1.75	1.65

Student Planners	_____	Quantity	_____	
Teacher Editions (same price as student)	+	_____		
Total Planners	=	_____	x _____	= \$ _____
			Base Price	

CUSTOM PLANNERS ONLY - Options & Features - All options and features from original order must be included.

Note: Cover design from original order will be used for a reorder (*Dura-3D™, Poly-Pro™, one-color custom, and religious are FREE*).

Multi-Color Custom Cover 25¢ x total planners (\$40 minimum) = \$ _____

Options 1 thru 5 not available for CLB, CLC, SRB, and SRC.

Option 1 – Hall Pass Sheet 12¢ x total planners = \$ _____

Option 2 – Vinyl Pouch 25¢ x total planners = \$ _____

Option 3 – Planning Stickers 20¢ x total planners = \$ _____

Option 4 – Year-Round Supplement 25¢ x total planners = \$ _____

Option 5 – Character Ed. Supplement 25¢ x total planners = \$ _____

Option 6 – Add Insert(s): IN1 IN2 IN2 (Spanish) IN3 IN4 ... # total inserts _____ x 25¢/insert... x total planners = \$ _____

Grade Records for Teacher Editions 85¢ x # of Teacher Ed. = \$ _____

Lesson Plans for Teacher Editions (not available for HSB, HSC, SRB, & SRC) 85¢ x # of Teacher Ed. = \$ _____

Add Handbook Pages. # pages _____ x 4¢/page for KGC, PRC, ELC, MSC, CLC **OR** 3¢/page for HSC & SRC... x total planners = \$ _____

Available for ALL planners (Custom and Non-Custom)

Page Marker Ruler 20¢ x total planners = \$ _____

Wall Charts – coordinates with planner (sold in case of 5 – same level) # cases _____ x \$15/case = \$ _____

Delay Ship (opt.)

July 19 July 26 Aug 2 Aug 9 Aug 16 Aug 23 Aug 30

Subtotal = \$ _____

Shipping (within 48 states) 35¢ x total planners = \$ _____

Total = \$ _____

Terms

1. We do not accept purchase orders without a completed order form. These terms supercede any terms and conditions of a purchase order, written bid, or oral agreement. If order is canceled, customer will be liable for any actual costs in preparation or production of the order. We reserve the right to accept or reject all reorders. 2. Normal production time for reorders is 10 business days after we receive a completed Reorder Form. 3. To qualify for original pricing for custom planners, changes cannot be made. If the customer wants changes and/or corrections, the price per planner will revert to the base price for the quantity ordered. The customer will receive a proof, and the planner will not be sent to production until we have received approval from the customer. Production time will be 30-45 business days (6-9 weeks). 4. School Mate® reserves the right to adjust production schedules due to heavy seasonal demand, shortages, strikes, or any other reasonable causes whatsoever. 5. All orders within the 50 states are shipped FOB destination via UPS or motor freight carrier. AK and HI are extra; call for charges. APO and FPO orders are shipped parcel post; call for charges. Faster delivery

service may be requested for an extra charge. If books are returned to School Mate® because no one was available to receive the shipment, or if freight is re-routed, the customer is liable for any additional freight charges. 6. 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. Any shipping damage is the responsibility of the carrier, not School Mate®. Concealed damage must be reported to the carrier within 7 days of delivery. 7. Due to our production process, a separate order form is required for each planner product code and each will be shipped and invoiced separately. 8. Payment is due Sept. 1, 2013 or upon receipt of invoice if reorder is placed after Sept. 1, 2013. 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 U.S. currency. 9. Early Order Discount is not good with reorders received after May 8, 2013. 10. Because the books are dated, they cannot be returned for any reason. 11. Supplies are limited. We reserve the right to substitute cover design if inventory is depleted.