

# 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 – 10/18 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 PLANNER										B QUANTITY	
PLANNER TYPE	Kindergarten	Primary	Elementary	Middle School	High School	Dated Agenda	Undated Agenda	Classic	Scholar		
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"/> AGA	<input type="checkbox"/> UDA	<input type="checkbox"/> CLA	<input type="checkbox"/> SRA	# Student Planners.....	
Custom Planners	<input type="checkbox"/> KGB	<input type="checkbox"/> PRB	<input type="checkbox"/> ELB	<input type="checkbox"/> MSB	<input type="checkbox"/> HSB	<input type="checkbox"/> AGB	NA	<input type="checkbox"/> CLB	<input type="checkbox"/> SRB	# Teacher Editions (TE) + ...	
Custom with Handbooks	<input type="checkbox"/> KGC	<input type="checkbox"/> PRC	<input type="checkbox"/> ELC	<input type="checkbox"/> MSC	<input type="checkbox"/> HSC	<input type="checkbox"/> AGC	NA	<input type="checkbox"/> CLC	<input type="checkbox"/> SRC	# Total Planners (TP) = ...	

**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 2017-2018  
 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¢ = \_\_\_\_\_ = \$ \_\_\_\_\_ Options 1–5 Total
- 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 \$20 = \$ \_\_\_\_\_

**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) = \$ \_\_\_\_\_

Special Instructions: Attach if you have any.

NE & FL orders only: To avoid paying sales tax, Nebraska orders must submit Form 13, and Florida orders must submit Form DR-13 or DR-14.

**TOTAL**



# Completing the Planner Order Form

Visit [www.schoolmate.com](http://www.schoolmate.com) to order online.

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. 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:**

- 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.**

**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. **Chart C** = Non-Custom Planners    **Chart D** = Custom Planners

**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.** Add shipping and calculate your total. 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.**

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**

50% OFF BASE PRICE	ELA/PRA	25+	50+	100+	250+	500+	1000+
	Price 50% OFF	1.75	1.50	1.38	1.35	1.33	1.28
	<b>AGA</b>						
	Price 50% OFF	1.40	1.15	1.03	1.00	.98	.95
	<b>KGA/MSA</b>	<b>25+</b>	<b>50+</b>	<b>100+</b>	<b>250+</b>	<b>500+</b>	<b>1000+</b>
	Price	3.50	3.00	2.75	2.70	2.65	2.55
	<b>HSA</b>						
	Price	3.25	2.75	2.50	2.45	2.40	2.30
	<b>CLA</b>						
	Price	3.00	2.50	2.25	2.20	2.15	2.05
	<b>SRA</b>						
	Price	2.75	2.25	2.00	1.90	1.85	1.75
	<b>UDA</b>						
	Price	<b>1.80</b> per agenda (Any quantity – 60 minimum order)					

**CHART D. CUSTOM Planner Pricing**

50% OFF BASE PRICE	PRB/ELB/PRC/ELC	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
	Price 50% OFF	2.13	1.65	1.60	1.53	1.45	1.40	1.38	1.35	1.33
	<b>AGB/AGC</b>									
	Price 50% OFF	1.70	1.23	1.20	1.18	1.13	1.08	1.05	1.03	1.00
	<b>KGB/MSB</b>	<b>60+</b>	<b>100+</b>	<b>150+</b>	<b>250+</b>	<b>500+</b>	<b>750+</b>	<b>1000+</b>	<b>1500+</b>	<b>2000+</b>
	Price	4.25	3.30	3.20	3.05	2.90	2.80	2.75	2.70	2.65
	<b>HSB/HSC</b>									
	Price	3.95	3.00	2.90	2.75	2.60	2.50	2.45	2.40	2.35
	<b>CLB/CLC</b>									
	Price	3.75	2.80	2.70	2.55	2.40	2.30	2.25	2.20	2.15
	<b>SRB/SRC</b>									
	Price	3.30	2.45	2.35	2.25	2.10	2.00	1.95	1.90	1.85

\* 50% Discount applies **ONLY** to Primary and Elementary Planners and Dated Agendas.

# Terms & Conditions



## \*50% Off Discount

- Offer of 50% off base price applies **ONLY** to Primary and Elementary Planners and Dated Agendas. See price charts **C** and **D** on previous page for all pricing.

## Ordering & Payment

- To begin production, we must have a completed, *signed* 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.
- 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 must 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, non-educational parties, or others for just cause.
- 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. All prices are based on USA currency. Entities or persons placing an order are responsible for payment.
- Order and all material must be received to invoice early.
- If order is canceled, customer will be liable for any 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.
- 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).
- 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.
- 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.

## 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 or her contact info (including e-mail), 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

- Production begins the day *after* the order is received and is estimated at 2 weeks. Production time is estimated and does not include weekends, holidays, or shipping time.
- 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 production halts will incur charges and delay shipping.
- 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 contiguous 48 states will be 35¢ per book.
- AK and HI orders are extra; call for charges. APO and FPO orders are shipped standard 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 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/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.