

19-20 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 – 9/19 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 (_____) _____
 Email (required) _____

Proof Contact (Provide ALL contact info)
 Name _____ Fax (_____) _____
 Home Ph (_____) _____ Cell (_____) _____
 Home Email (required) _____
 Work Email (required) _____

Bill Attention to: _____
 PO# (opt.) _____ Invoice Us
 Pay by credit card, go to www.schoolmate.com.

Early Invoice by ____/____/____ **Signature Required Below**
 Please send me email updates, reminders, and special offers from School Mate.®

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) + ... <small>NA for Undated Agendas (UDA)</small>	# Total Planners (TP) = ...
Value 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 VALUE 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
 - Multicolor 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 2019-2020
 Mascot: Online mascot # _____ Own mascot Repeat last year's mascot
- Custom Back Cover 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 and 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¢ = _____ = \$ _____
 - Inserts IN1 IN2 IN3 IN4... #Total Inserts _____ x 25¢ x TP = \$ _____
- Options 1–5 Total _____
- 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 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 (Value and 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 20% (\$75 min.) = \$ _____
 Shipping – (AK, HI, APO, FPO call for pricing) 48 states... 45¢/planner = \$ _____
 Pretax Total = \$ _____
 State Tax (NE and FL only, if applicable) = \$ _____
 Delay Ship (opt.): Apr 19 May 31 June 28 July 5 July 12 July 19
 July 26 Aug 2 Aug 9 Aug 16 Aug 23 Aug 30
TOTAL

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.

20% OFF Planner Sale

CHART C. Value Planner Pricing

PR/E/L/MS	Quantity	25+	50+	100+	250+	500+	1000+
	SALE Price	2.88	2.48	2.28	2.24	2.20	2.12
KG	Price	3.60	3.10	2.85	2.80	2.75	2.65
HS	Price	3.35	2.85	2.60	2.55	2.50	2.40
CL	Price	3.25	2.75	2.50	2.45	2.40	2.30
SR	Price	3.00	2.50	2.25	2.15	2.10	2.00
UDA	Price	1.85 per agenda (60 minimum order)					

Entire order must be submitted between Sept. 9–20, 2019 to receive SALE Price.

CHART D. Custom Planner Pricing

PR/E/L/MS	Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
	SALE Price	3.48	2.72	2.64	2.52	2.40	2.32	2.28	2.24	2.20
KG	Price	4.35	3.40	3.30	3.15	3.00	2.90	2.85	2.80	2.75
HS	Price	4.05	3.10	3.00	2.85	2.70	2.60	2.55	2.50	2.45
CL	Price	4.00	3.05	2.95	2.80	2.65	2.55	2.50	2.45	2.40
SR	Price	3.55	2.70	2.60	2.50	2.35	2.25	2.20	2.15	2.10
T/Q	Quantity	100+	150+	200+	250+	300+	400+			
	Price	5.40	3.90	3.20	3.05	2.55	1.95			

School Events Agendas **must be ordered online.**

20% Off Discount

- Offer of 20% off base price applies only to Primary, Elementary, and Middle School Planners. Discount does not apply to Kindergarten, High School, Classic, and Scholar Planners, Dated and Undated Agendas, or School Events Agendas, and cannot be used with other discounts or on reorders after the deadline (Sept. 20, 2019). See price Charts C and D above for all pricing.
- 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 September 20, 2019.

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, company reserves the right to substitute front & back covers.
- Multiple orders cannot be combined for volume discounts.
- 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.

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. Contact us if you need to place a reorder.
- Custom Planner and Agenda reorders require a minimum of 25. Value Planner and Agenda reorders require a minimum of 10. Undated Agenda reorders require a minimum of 60. School Events Agenda reorders require a minimum of 100.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2019. Payment for orders shipped after Sept. 1, 2019 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.
- 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.
- Provide a proof contact person and his/her contact info (including email), or production and shipping will be delayed. Proofs are sent 1–3 weeks after order is received if proof was not approved upon ordering. 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 Time

- 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.

Value Planners/Agendas & Undated Agendas

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

Production Time.....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.....4 weeks

Normal Production.....6 weeks

RUSH orders incur a 20% upcharge on the subtotal (\$75 min.).

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

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).
- Changes to 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 contiguous USA are 45¢ 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