



2022-2023 Student Planner Order Form

Order online, or complete, sign, and email order form to purchaseorders@schoolmate.com, or fax to 800-570-1767. Call 800-516-8339 with questions. Phone orders not accepted.

For Office Use Only – 12/22 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 (_____) _____
Cell Ph (_____) _____ Alt Ph (_____) _____
Email (required) _____

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

Bill Attention to:
 PO# (opt.) _____ Invoice Us
 Pay by credit card, go to schoolmate.com.
Early Invoice by ____/____/____
 Please send me email updates, reminders, and special offers from School Mate.®

Signature Required Below

A CHOOSE PLANNER 50% OFF: Primary & Elementary											B QUANTITY		
PLANNER TYPE	Kindergarten	Primary	Elementary	Middle School	Navigator	High School	Dated Agenda	Undated Agenda	Classic	Scholar	# Student Planners.....	# Teacher Editions (TE) + ... <small>NA for Undated Agendas (UDA)</small>	# Total Planners (TP) = ...
Value Planners		<input type="checkbox"/> PRA <input type="checkbox"/> ELA	<input type="checkbox"/> ELA			<input type="checkbox"/> HSA <input type="checkbox"/> AGA	<input type="checkbox"/> AGA				_____	_____	_____
Custom Planners	SOLD OUT	<input type="checkbox"/> PRB <input type="checkbox"/> ELB	<input type="checkbox"/> ELB	SOLD OUT	SOLD OUT	<input type="checkbox"/> HSB <input type="checkbox"/> AGB	<input type="checkbox"/> AGB	SOLD OUT	SOLD OUT	SOLD OUT	_____	_____	_____
Custom with Handbooks	SOLD OUT	<input type="checkbox"/> PRC <input type="checkbox"/> ELC	<input type="checkbox"/> ELC	SOLD OUT	SOLD OUT	<input type="checkbox"/> HSC <input type="checkbox"/> AGC	<input type="checkbox"/> AGC	SOLD OUT	SOLD OUT	SOLD OUT	_____	_____	_____

C VALUE PLANNERS – See Price Chart C

\$ _____ x Total Planners (TP) (25 min. order, 60 min. for UDA) ... = \$ _____

KGA PRA ELA MSA NVA HSA AGA UDA CLB CLC SRA

Continue on to sections H and I.

D CUSTOM PLANNERS (with or without Handbooks) – See Price Chart D

\$ _____ x Total Planners (TP) (60 min. order) ... = \$ _____

KGB KGC PRB PRC ELB ELP MSB MSP NVB NVC 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 #P- _____ 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 Own design
- Multicolor or Photo Cover** – Indicate 2 standard inks: _____ **TP x 25¢ = \$ _____**
 #T _____ Repeat last year's; change year Own design
 Photo Cover #F _____; Own photo OR Photo mascot # _____ Repeat last year's design; change year
Cover Wording: _____ print 2022-2023
Mascot: Online mascot # _____ Own mascot Repeat last year's mascot
- Custom Back Cover** Own design Repeat last year's Solid - standard ink: _____ **TP x 25¢ = \$ _____**
 Custom Inside Back Cover (only available with Custom Back Cover) Own design Repeat last year's **TP x 25¢ = \$ _____**

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 30¢ = _____**
- Vinyl Pouch.... **TP x 30¢ = _____**
- Planning Stickers... **TP x 25¢ = _____** = \$ _____
- 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 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 – 5 wall charts per case (must order by full case). #cases _____ x \$35 = \$ _____

Order will not be processed without a signature.

Sign Here _____ Date _____

By signing, you agree to School Mate's Terms & Conditions

Special Instructions: 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.

I SHIPPING & ORDER TOTALS

RUSH Production – 4 weeks (Custom Planners only) – add 20% (\$75 min.) = \$ _____

Shipping – (AK, HI, APO, FPO call for pricing) 48 states..... **50¢/planner = \$ _____**

Pretax Total = \$ _____

State Tax (NE and FL only, if applicable) = \$ _____

Delay Ship (opt.): Apr 22 May 13 June 17 July 15 July 22
 July 29 Aug 5 Aug 12 Aug 19 Aug 26

TOTAL

50% OFF Planner Sale

CHART C. Value Planner Pricing

PRA ELA	Quantity	25+	50+	100+	250+	500+	1000+
	Price	4.00	3.50	3.25	3.20	3.15	3.05
50% OFF SALE*		2.00	1.75	1.63	1.60	1.58	1.53
HSA	Price	3.75	3.25	3.00	2.95	2.90	2.80
AGA	Price	3.30	2.80	2.55	2.50	2.45	2.40

*50% off discount applies **ONLY** to Primary and Elementary Planners.

CHART D. Custom Planner Pricing

PRB ELB	PRC ELC	Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
		Price	4.75	3.80	3.70	3.55	3.40	3.30	3.25	3.20	3.15
50% OFF SALE*		2.38	1.90	1.85	1.78	1.70	1.65	1.63	1.60	1.58	
HSB	HSC	Price	4.45	3.50	3.40	3.25	3.10	3.00	2.95	2.90	2.85
AGB	AGC	Price	3.90	2.95	2.90	2.85	2.75	2.65	2.60	2.55	2.50
TB QB	TC QC	Quantity	100+	150+	200+	250+	300+	400+			
		Price	5.80	4.30	3.60	3.45	2.95	2.35			

School Events Agendas must be ordered online.

*50% off discount applies **ONLY** to Primary and Elementary Planners.

50% Off Discount

- Offer of 50% off base price applies only to Primary & Elementary planners. Discount does not apply to Kindergarten, Middle School, Navigator, High School, Dated and Undated Agendas, Classic and Scholar Planners, and cannot be used with other discounts. 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.

Ordering

- School Mate® 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 School Mate 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. School Mate'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. School Mate reserves the right to deny orders from individuals, retailers, non-educational parties, or others for just cause.
- Supplies are limited, School Mate 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, Customer shall 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.

Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. Contact School Mate 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, 2022. Payment for orders shipped after Sept. 1, 2022 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. School Mate 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.

Payment Cont.

- If order is canceled, the Customer is 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 emailed for material that require typesetting or design (handbook pages, advertising, cover). Proofs are not sent for press-ready handbooks or repeated covers.
- Provide a proof contact person and contact info (phone/email), or order will be delayed. Proofs are emailed 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.

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.
- School Mate is not responsible for requested changes after the book is in process. Changes to orders or production halts will incur charges and delay shipping.

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).
- 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, School Mate reserves the right to deny Customer-specified carriers or accounts. Shipping charges within the contiguous USA are 50¢ 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). If order is returned to School Mate 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 School Mate within 90 days of ship date. School Mate 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, for a claim to be made.
- School Mate is 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.