



Product Order Form

Send this form with payment to:

School Mate® • P.O. Box 2110 • Kearney, NE 68848

Phone: 800-516-8339 Fax: 800-570-1767

Make a copy for your records.

For Office Use	1-17 web/fax
Customer # _____	
Date Rec'd _____	

Send Order to: Neatly **PRINT** all information and **DO NOT** abbreviate.

Organization Name _____ Attn _____

Street Address (No P.O. Boxes) _____

City _____ State _____ Zip _____

Contacts: Please provide two. E-mail address requested for correspondence. Check box if you want a receipt.

Chairperson _____ Co-Chairperson _____

E-mail _____ E-mail _____

Daytime Phone (_____) _____ Daytime Phone (_____) _____

Fax (_____) _____ Fax (_____) _____

How to Order

1. Collect all order-taker brochures and money from your members. Make sure ALL members turn in material.
2. Carefully calculate totals for each item and transfer to this form. Calculate Total Due. Min. order is 20 items.
3. Send this form with full payment. Make a copy for your records. **Pay by check or credit card. Send only 1 check – NO individual checks. Order must be paid before we will process. Purchase Orders are not payment.**
4. Upon receipt of items, check order. Return order-taker brochures and items to members for delivery. Shortages must be reported to School Mate® within 72 hours.

Terms:

- Shipping is via UPS or motor freight carrier.
- Allow **10 business days** for processing time and **3-5 business days** for shipping time. Orders to AK and HI are shipped standard post and require 4-6 weeks for shipping. You may request faster delivery for an extra charge.
- Foreign orders are not accepted.
- If order is returned to School Mate® because no one was available to receive the shipment, or if freight is rerouted, the customer is liable for any additional freight charges.
- 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.
- Defective items, 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 items.
- 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).
- If credit cards or checks are declined, School Mate® will attempt to procure payment, but reserves the right to not fulfill the order. Accounts 30 days past due will be charged 1.33% interest per month (16% annum). Prices are based on USA currency. If order is canceled, customer is liable for any order preparation cost.

Products	Price	Quantity	Total \$	Office Use
THE BEST LITTLE RECIPES COOKBOOKS	5 or Less Ingredients	\$4.00		
	Best of the Holidays	\$4.00		
	Cookies & Bars	\$4.00		
	Diabetic Recipes	\$4.00		
	Homemade Classics	\$4.00		
	Kids in the Kitchen	\$4.00		
	On the Grill	\$4.00		
	One Dish Dinners	\$4.00		
	Quick Fix	\$4.00		
	Slow Cooker	\$4.00		
Total Quantity				
20 minimum order			\$	Subtotal
			\$	Tax Due state/local
			\$	Total Due

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

Payment

- MC/Visa/Discover (faster processing):
Place online at www.schoolmate.com/ordercb
- Check/Money Order:
Send **only 1 check**, payable to School Mate®

Please Note

- Price of \$4.00 per book is your cost. Each cookbook sells for \$8.00. School Mate® receives \$4.00 per book and you keep \$4.00 per book. Your profit is 50% (unless tax is owed). Shipping is **FREE**.
- Make sure your order is complete and accurate. Late additions to your order are **NOT** accepted. Extra orders will require a 20 item minimum.
- Send this form with full payment if paying by check. Make a copy for your records.