



17-18 SCHOOL FOLDER 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 – 1/17 WEB

Order # _____

Date Rec'd _____

School Name _____
 District Name _____
 Contact Name _____ Job 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: Go to www.schoolmate.com and click on "Pay Online."

Early Invoice by ____ / ____ / ____

Signature Required Below

School Building – Choose ONE that best describes grades in building: PreK-K K-3 K-6 K-8 K-12 4-6 5-8 7-9 7-12 9-12 10-12 Spec. Ed.

Folder Type: Select only one.

Standard Folder Quantity _____ x price/folder \$ _____ = \$ _____

Handbook Folder Quantity _____ x price/folder \$ _____ = \$ _____

Handbook material is: Our own material uploaded Needs to be typeset (enclosed) Repeat last year's w/ **no changes**

100 Minimum Order Required

Cover Design: Select only one cover design and complete Cover Wording and Mascot.

Full-Color Stock Cover – with school name/mascot in black ink: #F _____ Repeat last year's cover with **no changes**

One-Color Custom Cover – One standard ink: _____
 #CF _____ Repeat last year's cover Our own design uploaded

Multi-Color Custom Cover – Two standard inks: _____, _____
 #TF _____ Repeat last year's cover Our own design uploaded

Photo Cover – Two standard inks: _____, _____
 #FP _____ Repeat last year's cover Photo to be used: Own photo or Photo Mascot # _____

Cover Wording: _____

Mascot: Online mascot # _____ Own Mascot Repeat last year's mascot

Back Cover Printing: Check only one

Stock Design #B _____ Our own design uploaded Needs to be typeset (enclosed) Repeat last year's Blank

Pocket Printing: Indicate left and right pockets. If needs to be typeset, please enclose material.

Left Pocket: Stock Design #P _____ Our own design uploaded Needs to be typeset Repeat last year's Blank

Right Pocket: Stock Design #P _____ Our own design uploaded Needs to be typeset Repeat last year's Blank

UV or Lamination: If no selection is made, folders will be UV Coated. UV Coating... **FREE** Plastic Lamination... **.20¢/folder** = \$ _____

3-Hole Drill: If no selection is made, folders will NOT be drilled. Yes... **FREE** No

Themed Folders: Cannot be customized and do NOT include UV coating or plastic lamination. (25 min. each design)

ST1... Quantity _____ x price/folder \$ _____ = \$ _____ **ST3**... Quantity _____ x price/folder \$ _____ = \$ _____

ST2... Quantity _____ x price/folder \$ _____ = \$ _____ **ST4**... Quantity _____ x price/folder \$ _____ = \$ _____

ST1-ST4 total

Production: We must have a completed and signed order form and ALL material to begin production. Order will be processed with NORMAL Production, estimated at 30 business days (6 weeks), unless "RUSH Production" is checked below. **Subtotal** = \$ _____

RUSH Production – 3 weeks (custom material must be submitted press-ready) **add 20% (\$75 min.)** = \$ _____

Shipping: Shipping is **FREE** for ground delivery within the continental USA. Call for charges to AK, HI, APO, or FPO.

Pretax Total = \$ _____

Order will not be processed without a signature.
 Sign Here _____ Date _____
 By signing, you agree to School Mate's® Terms & Conditions on next page.

State Tax (NE and FL only, if applicable). To avoid paying tax, NE orders must submit Form 13, and FL orders must submit Form DR-13 or DR-14. = \$ _____

Delay Ship (opt.): Apr 21 June 2 June 30 July 7 July 14 July 21 July 28 Aug 4 Aug 11 Aug 18 Aug 25

Special Instructions: Please attach if you have any.

TOTAL

If no choice is marked, area will be left blank.



Ordering & Payment

- To begin production, we must have a completed and *signed* order form and ALL material, including mascot and any custom material.
- 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 for just cause.
- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2017. Payment for orders shipped after Sept. 1, 2017 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.
- Early invoicing is available. Order and all material must be received to invoice early. Delayed shipping and invoicing are also available.
- If order is canceled, customer will be liable for any actual costs in preparation or production of the order.
- Multiple orders cannot be combined for volume discounts.
- Orders are subject to a 5% overrun/underrun. Customer will be invoiced for the number of folders received.
- 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 folders.
- 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

- You will receive a **FREE** proof of any material requiring typesetting or design (front and back covers, pockets, or handbook). The first proof is free; additional 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.
- Customers who repeat a previous order will not receive a proof.
- Overlooked errors or material inadequately submitted by the customer are considered customer errors.
- We are not responsible for changes after folders are in process.

Production Time

- All production begins the day *after* the order is received. If any material arrives after the order is received, production will be delayed.
- 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.
- Production halts, change orders or corrections to originally submitted material will cause production delays and may incur additional charges.

Normal Production.....30 business days (6 weeks)

RUSH Production.....15 business days (3 weeks)

RUSH orders incur a **20% up-charge (\$75 minimum)** on the subtotal. All material must be stock items or press-ready if custom.

Themed Folders

Production Time5–10 business days (1–2 weeks)
if ordered separately.

Otherwise, folders will ship together with your **Standard or Handbook Folder order.**

FREE 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).
- Shipping is **FREE** for orders shipped within the continental USA. Orders to APO, FPO, AK, and HI cost extra; call for charges. Faster delivery service is available for an extra charge.
- All orders within the 50 states are shipped by UPS ground or truck from Kearney, NE. APO and FPO orders are shipped standard post. To prevent shipping delays, we reserve the right to deny customer-specified carriers or accounts.
- UPS will deliver to the door only. Truck drivers are not required to unload. You may be responsible for unloading items.
- Choose a delay ship date if necessary to ensure someone is available to receive your shipment (not available for APO and FPO orders). See the order form. If folders are returned to School Mate® because no one was available to receive the shipment, or if freight is rerouted, the customer is liable for any extra charges.
- Folders cannot be returned for any reason.
- Defective folders, 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 folders. Folder damage due to shipping or any other issues with your shipment must be reported within 7 days. You **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.

FREE SHIPPING

School Mate® offers **FREE** shipping within the 48 states. Other companies charge as much as 15¢/folder for shipping.