



18-19 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 – 1/18 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.

A. Folder Type: Select only one.

100 Minimum Order Required

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**

B. 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

C. Back Cover Printing: Check only one

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

D. 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

E. 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

F. 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

G. 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 contiguous 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 the 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 20 June 1 June 29 July 6 July 13 July 20
 July 27 Aug 3 Aug 10 Aug 17 Aug 24

TOTAL

Special Instructions: Please attach if you have any.

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



Ordering

- School Mate® hereinafter referred to as the Company, agrees to produce folders 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 folders, including mascot and other custom 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 for just cause.
- 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 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.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2018. Payment for orders shipped after Sept. 1, 2018 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.
- 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 shipped.
- 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 SHIPPING

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

FREE Proof

- Proofs are sent for material that requires typesetting or design (front and back covers, pockets, or handbook). The first proof is **FREE**; extra proofs are subject to a charge.
- For faxed or mailed order forms, provide a proof contact person and his/her contact info (including e-mail), or production and shipping will be delayed. Proofs are sent 1–3 weeks after order is received. Customer 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.
- The Company is not responsible for changes after folders are in process.

Production

- 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.

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. (No typesetting with Rush Production.)

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

- 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 contiguous USA. Orders to APO, FPO, AK, and HI cost extra; call for charges. Faster delivery service is available for an extra charge.
- Change 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/FPO orders ship via standard post. To prevent shipping delays, the Company reserves the right to deny Customer-specified carriers or accounts.
- 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.
- Folders cannot be returned for any reason.
- Defective folders, 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 folders. Folder 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.