



21-22 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: PO Box 2110, Kearney, NE 68848 or Fax: 800-570-1767 Do NOT fax press-ready material.

For Office Use Only - 1/21 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 (_____) _____
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. Folder Type: Select only one. Non-Custom see section F.

100 Minimum Order Required

- 1. Custom Folder Quantity _____ x price/folder \$ _____ = \$ _____
- 2. Custom Folder with Handbook Quantity _____ x price/folder \$ _____ = \$ _____
 Left Handbook material is: Own material Needs to be typeset (enclosed) Repeat last year's with **no changes**
 Right Handbook material is: Own material Needs to be typeset (enclosed) Repeat last year's with **no changes**

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

- 1. Full-Color Stock Cover – with imprint in black ink: #F _____ Repeat last year's cover with **no changes**
- 2. One-Color Custom Cover – One standard ink: _____
 #CF _____ Repeat last year's cover Own design
- 3. Multicolor Custom Cover – Two standard inks: _____, _____
 #TF _____ Repeat last year's cover Own design
- 4. Photo Cover – Two standard inks: _____, _____
 #FP _____ Repeat last year's cover Photo to be used: Own photo Photo Mascot # _____

Cover Wording: _____

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

C. Back Cover Printing: Check only one.

- Stock Design #B _____ Own design Repeat last year's Solid - standard ink: _____ Typeset Blank

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

- 1. Left Pocket: Stock Design #P _____ Own design Repeat last year's Solid - standard ink: _____ Typeset Blank
- 2. Right Pocket: Stock Design #P _____ Own design Repeat last year's Solid - standard ink: _____ Typeset 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. Non-Custom Folders: Cannot be customized and do NOT include UV coating or plastic lamination. Indicate design number and quantity for each Non-Custom Folder ordered. (25 min. each design)

- | | |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ | <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ |
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| <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ | <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ |

NF Total

G. Production: We must have a complete, signed order form and ALL material to begin production. Order will be processed with NORMAL Production, estimated at 6 weeks, unless "RUSH Production" is checked below.

Subtotal = \$ _____

- RUSH Production – 4 weeks (custom material must be submitted press-ready) add 20% (\$75 min.) = \$ _____

H. 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.

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 16 May 14 June 18 July 9 July 23
 Aug 6 Aug 13 Aug 20 Aug 27

TOTAL

Special Instructions: Please attach if you have any.

Delay Shipping & Ordering

- A delay ship date is the date you would like your order to leave our facility upon completion. Shipping time is an additional 2–8 business days for orders shipped within the 50 states. If your order is not placed in time to allow for the full production schedule and you choose a delay ship date, the order will ship upon completion after the delay ship date. Note: A delay ship date is not a receive date.
- Choose a delay ship date when you'd like to order early, but need your invoice after a specific date; to ensure shipments aren't delivered during spring or summer breaks; or to ensure someone is at the school to receive the shipment. This will save you from incurring additional shipping charges if the order is returned to us by the carrier.

2021 DELAY SHIP DATES:

April 16 • May 14 • June 18 • July 9 • July 23 • August 6
August 13 • August 20 • August 27

Order online or get a quote: schoolmate.com/ordering

Fax Order Form*:
800-570-1767

Mailing Address:
School Mate
PO Box 2110
Kearney, NE 68848-2110

Call for Quote*:
800-516-8339
Mon-Fri, 8-5 CST

Upload Custom Material: uploader.schoolmate.com/#/customer/new

*School Mate must receive a signed order form or an online order. We do not accept phone orders. Download an order form at schoolmate.com/downloads/former.pdf.

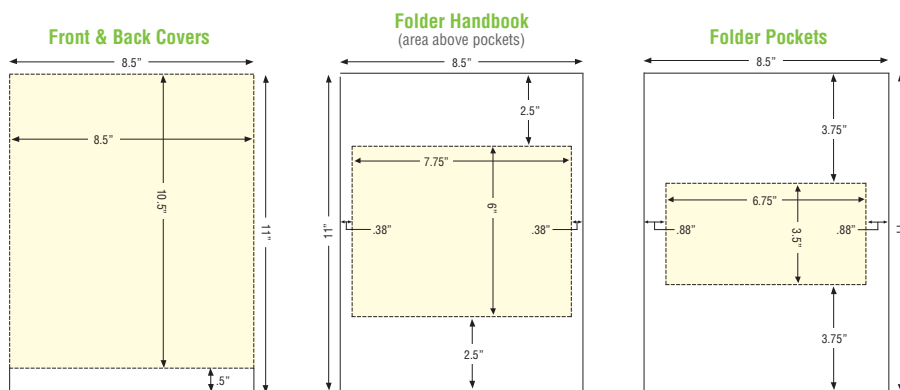
Custom Guidelines

Press-Ready Custom Material

- Press-ready material is a digital file that is ready to print with no alterations or typesetting required. A hard copy may be submitted if content is only black text and black line art; print on white paper.
- Text and artwork must fit within the templates below. Visit our online Download Center and use our Microsoft® Word Templates or view *Custom Folder Guidelines* for instructions.
- Upload your own design via our website on the “Upload Files” page. **Do NOT fax artwork or any press-ready material.**
- All handbook (**area above pockets**) content will be printed in black ink only and will not be UV coated or plastic laminated.

NOT Press-Ready Custom Material

- Submit artwork proportionate to the templates below. We can reduce/enlarge artwork as needed and typeset wording.
- If providing digital artwork or photos, visit our online Download Center and view *Digital Image Specifications* for instructions.
- Provide instructions with your order. Indicate placement and color for wording and artwork or photos.
- **Design fees may apply for complex material** (e.g., maps, calendars, charts) that must be re-created.



**Download
Templates
Online!**

Submitting Mascots & Artwork

- Tip 1:** Artwork must be black line drawings on white paper. Artwork with gray shading, from photocopies, or low-resolution files (72 ppi) will print poorly. **Do NOT fax.**
- Tip 2:** Submit artwork as close to desired size as possible. Reducing may result in loss of quality and enlarging may magnify imperfections.

Tip 3: Do not submit copyrighted or trademarked material (e.g., pro sports logos, D'Nealian® alphabet, etc.) unless owner provides written consent.

Visit our mascot library at schoolmate.com

2021-2022 School Folders Terms & Conditions



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 on 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.
- Multiple orders cannot be combined for volume discounts.
- 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 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.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2021. Payment for orders shipped after Sept. 1, 2021 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.
- 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 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.
- 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.
- 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.

Custom Folders

Production Time..... 6 weeks

RUSH Production..... 4 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.)

Non-Custom Folders

Production Time..... 1–2 weeks
if ordered separately from Custom Folders.

Otherwise, folders will ship together with your Custom 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. Shipping charges apply to APO, FPO, AK, and HI orders; 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 and 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 online. 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.

Call **800-516-8339**