



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

For Office Use	1-12 OF Web
Customer # _____	
Date Order Rec'd _____	

Make a copy for your records.

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 _____	E-mail _____
Daytime Phone (_____) _____	Fax (_____) _____
Co-Chairperson _____	E-mail _____
Daytime Phone (_____) _____	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, NOT 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 order to ship and 3-5 days for shipping time (for orders within the continental U.S.). AK and HI orders are shipped parcel post (media mail) and require 4-6 weeks for shipping. You may request faster delivery for an extra charge. 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. Accounts 30 days past due will be charged 1.5% interest per month (18% annum). Prices are based on U.S. currency. If order is canceled, customer is liable for any costs in preparation of the order. Foreign orders are not accepted.

Payment

Check/Money Order ~ Make Payable to School Mate®
 MC/Visa ~ Exp. Date: ____ / ____ / ____
 # ____ / ____ / ____ / ____
 3-Digit Security Code ____ (on back of card)
 Cardholder _____
 Cardholder Phone # (_____) _____
 Signature _____
 Billing Address on Credit Card: _____

	Products	Price*	Qty.	Total	Office Use
MINI GOURMET™ COOKBOOKS	5 Ingredients or Less	\$3.25			
	Better Health	\$3.25			
	Busy Mom's Cookbook	\$3.25			
	Casseroles	\$3.25			
	Crockery Cooking	\$3.25			
	From the Grill	\$3.25			
	Irresistible Cookies & Bars	\$3.25			
	Just Like Grandma Used to Make	\$3.25			
	Keepsake Holiday Recipes	\$3.25			
	Kids in the Kitchen	\$3.25			
GREETING CARDS	Birthday Set	\$5.00			
	Blank Set	\$5.00			
	Care & Concern Set	\$5.00			
	Family & Friends Set	\$5.00			
	Happy Occasions Set	\$5.00			
POSTCARDS	Thank You Set	\$5.00			
	Christmas Set	\$4.00			
	Easter Set	\$4.00			
	Valentines Set	\$4.00			
			20 item minimum	Total Qty. ▶	
					◀ Total \$ Due

Nebraska orders must add state/local tax if not exempt.

***Note:** Prices shown are your cost. You sell items for double these prices (e.g., \$6.50 for mini cookbooks and \$10 for greeting card sets), allowing you to earn 50%. Shipping is **FREE**. Make sure your order is complete. Late additions are **NOT** accepted. Extra orders require a 20 item minimum.