



12-13 Student Planner Order Form

Signed order form required. Phone orders not accepted. Call 800-516-8339 with questions.
Mail order to: P.O. Box 2110, Kearney, NE 68848 **or Fax order to:** 800-570-1767
Do NOT fax press-ready material.

For Office Use Only – 1/12 web
 Order # _____
 Date Rec'd _____

School Name _____
 District Name _____
 Contact Name _____ 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 SUMMER 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: To pay by credit card, go to www.schoolmate.com and click on "Pay Online."
 Early Invoice by ____/____/____

Signature Required Below

| A. PLANNER TYPE | Kindergarten | Primary | Elementary | Middle Sch. | High Sch. | Classic | Scholar | B. QUANTITY |
|-----------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|
| Non-Custom Planner* | <input type="checkbox"/> KGA | <input type="checkbox"/> PRA | <input type="checkbox"/> ELA | <input type="checkbox"/> MSA | <input type="checkbox"/> HSA | <input type="checkbox"/> CLA | <input type="checkbox"/> SRA | # Student Planners _____ |
| Custom Planner* | <input type="checkbox"/> KGB | <input type="checkbox"/> PRB | <input type="checkbox"/> ELB | <input type="checkbox"/> MSB | <input type="checkbox"/> HSB | <input type="checkbox"/> CLB | <input type="checkbox"/> SRB | # Teacher Editions (TE) + _____ |
| Custom with Handbook* | <input type="checkbox"/> KGC | <input type="checkbox"/> PRC | <input type="checkbox"/> ELC | <input type="checkbox"/> MSC | <input type="checkbox"/> HSC | <input type="checkbox"/> CLC | <input type="checkbox"/> SRC | # Total Planners (TP) = _____ |

* Refer to *Ordering Details* for production time. **Check only 1 product code above. Submit extra order form(s) for additional product(s).**

C. NON-CUSTOM PLANNER KGA, PRA, ELA, MSA, HSA, CLA, SRA – Skip Sections D, E, F (may order Page Marker Rulers), and G. Go to Section H.
 \$ _____ x Total Planners (25 min. order) *See Price Chart C on next page. \$ _____

D. CUSTOM PLANNER KGB, KGC, PRB, PRC, ELB, ELC, MSB, MSC, HSB, HSC, CLB, CLC, SRB, SRC
 \$ _____ x Total Planners (60 min. order) *See Price Chart D on next page. \$ _____

E. COVER CHOICE For Custom Planners Only. Select cover design and complete Cover Wording below (also indicate mascot and if printing year).

- Dura-3D™ or Poly-Pro™ Cover** – with school name/mascot in black ink: Design # _____ **FREE**
- One-Color Custom Design** – One standard ink: # _____ **FREE**
 C15 C18 C19 Repeat last year's; change year Our own design: _____ enclosed _____ PDF submitted
- Multi-Color Custom Design** – Two standard inks: # _____, # _____ Photo uploaded (for F1/F2/F3) #TP _____ x **25¢** \$ _____
 T15 T18 T19 F1 F2 F3 Repeat last year's; change year Our own design: _____ enclosed _____ PDF submitted **\$40 minimum**
- Religious Cover Design** – with school name/mascot in black ink **FREE**
 R06 R08 R10 R11 R12 R13 R14 R15

Cover Wording _____ Online Mascot # _____ Mascot enclosed Print year

F. OPTIONS & TEACHER AIDS For Custom Planners Only (TP = Total Planners, TE = Teacher Editions)
CLB, CLC, SRB, SRC – Page Marker Rulers & Inserts only options available.

1. Hall Pass Sheet = TP x 12¢ = _____ 3. Planning Stickers = TP x 20¢ = _____ 5. Year-Rnd. Sup. = TP x 25¢ = _____
 2. Vinyl Pouch = TP x 25¢ = _____ 4. Pg. Marker Rulers = TP x 20¢ = _____ 6. Char. Ed. Sup. = TP x 25¢ = _____ \$ _____
 7. Inserts: IN1 IN2 IN2S (MSB & MSC Only) IN3 # Total Inserts _____ x 25¢/insert x #TP _____ \$ _____
 Wall Charts – Coordinates with planner – 1 case contains **5 wall charts** (same level; must order by full case) # cases _____ x \$15/case \$ _____

The following items are for Teacher Editions (TE) only. Options 1–7 ordered above MUST also be included in Teacher Editions.
 Grade Records = TE x 85¢ _____ Lesson Plans (NA for HS or Scholar) = TE x 85¢ = _____ \$ _____

G. ADD HANDBOOK PAGES – For Custom Planners KGC, PRC, ELC, MSC, HSC, CLC, and SRC Only.
Note: 1 page is 1 side of a sheet of paper # Total Custom Pages _____ x 4¢/page (3¢ for HSC or SRC) x #TP _____ \$ _____
 1. Repeat last year's pages 2. Press-ready pages enclosed 3. PDF submitted 4. Typesetting needed: # pages _____ x \$25/page \$ _____

Order will not be processed without a signature.
 Sign Here _____ Date _____
 By signing, you agree to School Mate's® *Ordering Details* and *Terms & Conditions* on the following pages.

Nebraska orders, please provide your Nebraska Exempt Sales Certificate (Form 13) to avoid paying sales tax.

H. ORDER SUBTOTAL \$ _____
 RUSH Production – 4 weeks add 15% (\$75 min.) \$ _____
 Otherwise, prod. of 6 – 9 weeks (applies to Custom Planners only).
Shipping: (AK, HI, APO, FPO call for pricing) 48 states: **35¢/planner** \$ _____
Delay Ship (opt.): Apr 27 June 1 July 6 July 20 July 27
 Aug 3 Aug 10 Aug 17 Aug 24 Aug 31

TOTAL

SPECIAL INSTRUCTIONS: If you have special instructions, please attach.

Completing the Planner Order Form

Or order online at www.schoolmate.com

SCHOOL INFORMATION. “Contact Name” – the person placing the order. “School Mailing Address” – provide a P.O. Box or complete street address. “Ship Address” – provide a *street address*, not a P.O. Box. DO NOT abbreviate. Orders outside the USA are not accepted.

PROOF CONTACT. Provide if placing a *Custom Planner* order. Many orders are processed in the summer. If we cannot contact you for proof approvals, production will be delayed.

BILL ATTENTION TO. We require a signed order form. If your school requires a purchase order, provide the number. You may pay by credit card or check; otherwise, we will invoice you when order is shipped. Payment is due Sept. 1, 2012. Indicate if you want early invoicing.

SECTION A. Be sure you order the correct product. Call 800-516-8339 if you need assistance.

Non-Custom Planner Codes:

KGA = Kindergarten **MSA** = Middle School **CLA** = Classic
PRA = Primary **HSA** = High School **SRA** = Scholar
ELA = Elementary

You cannot add to/alter these planners. Options and handbook pages are not available. **Complete sections A, B, C, and H. Skip D, E, F, and G.**

Custom Planner Codes:

KGB = Kindergarten **MSB** = Middle School **CLB** = Classic
PRB = Primary **HSB** = High School **SRB** = Scholar
ELB = Elementary

Choose a cover with your school name/mascot and add options. **Complete sections A, B, D, E, F (opt.), and H. Skip C and G.**

KGC = Kindergarten **MSC** = Middle School **CLC** = Classic
PRC = Primary **HSC** = High School **SRC** = Scholar
ELC = Elementary

Same as above, but includes your school handbook and other pages. **Complete sections A, B, D, E, F (opt.), G, and H. Skip C.**

SECTION B. Indicate how many Student Planners and Teacher Editions (TE) you want for a Total Planner (TP) quantity. Teacher Editions are the same price as Student Planners.

C. NON-CUSTOM Planner Pricing

| | Quantity | 25+ | 50+ | 100+ | 250+ | 500+ | 1000+ |
|------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| KG/PRE/MS | Price | 3.40 | 2.90 | 2.65 | 2.60 | 2.55 | 2.45 |
| | Price w/ discount* | 3.15 | 2.65 | 2.40 | 2.35 | 2.30 | 2.20 |
| HS | Price | 3.15 | 2.65 | 2.40 | 2.35 | 2.30 | 2.20 |
| | Price w/ discount* | 2.90 | 2.40 | 2.15 | 2.10 | 2.05 | 1.95 |
| CL | Price | 2.90 | 2.40 | 2.15 | 2.10 | 2.05 | 1.95 |
| SR | Price | 2.65 | 2.15 | 1.90 | 1.80 | 1.75 | 1.65 |

D. CUSTOM Planner Pricing

| | Quantity | 60+ | 100+ | 150+ | 250+ | 500+ | 750+ | 1000+ | 1500+ | 2000+ |
|------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| KG/PRE/MS | Regular price | 4.15 | 3.20 | 3.10 | 2.95 | 2.80 | 2.70 | 2.65 | 2.60 | 2.55 |
| | Price w/ discount* | 3.90 | 2.95 | 2.85 | 2.70 | 2.55 | 2.45 | 2.40 | 2.35 | 2.30 |
| HS | Regular price | 3.85 | 2.90 | 2.80 | 2.65 | 2.50 | 2.40 | 2.35 | 2.30 | 2.25 |
| | Price w/ discount* | 3.60 | 2.65 | 2.55 | 2.40 | 2.25 | 2.15 | 2.10 | 2.05 | 2.00 |
| CL | Price | 3.65 | 2.70 | 2.60 | 2.45 | 2.30 | 2.20 | 2.15 | 2.10 | 2.05 |
| SR | Price | 3.20 | 2.35 | 2.25 | 2.15 | 2.00 | 1.90 | 1.85 | 1.80 | 1.75 |

Orders sent via US Post Office, mail to:
School Mate® P.O. Box 2110, Kearney, NE 68848

To send digital press-ready material, go to “Submit Material” on the home page of our web site.

Orders sent via FedEx, UPS, or other carriers, ship to:
School Mate® 3212 E. Hwy 30, Kearney, NE 68847

* **SECTIONS C AND D.** Include your base price (see charts below) and calculate your total. You receive the discount price only if ALL material is complete and we **receive** your order by May 9th (not postmarked by the 9th). **No discounts are allowed after May 9, 2012.** Overnight your order if necessary. Incomplete orders or changes to the order after the deadline (e.g., new handbook pages) will disqualify the discount. Early Order Discount does NOT apply to Budget Planners.

SECTION E. Choose from 4 cover design options: 1) Dura-3D™/Poly-Pro™, 2) one-color custom, 3) multi-color custom, or 4) religious. Mark **ONE** of these boxes; provide the information (and custom material, if necessary) with that selection. Provide your school name **EXACTLY** as you want it to appear on your cover; send your mascot or write the mascot # (from our web site’s mascot library). All planners include a **FREE** durable plastic back cover with our *Dream, Plan, Achieve™* design.

SECTION F. Indicate options you want. Options 1–7 will be placed in ALL planners (Total Planners = TP). If you order Grade Records and/or Lesson Plans, they will be placed in ALL Teacher Editions (TE); we cannot put them in a partial order of the TE. Lesson Plans are NOT available for HS or Scholar TE, and Option 5 is NOT available for KG Journals. Page Marker Rulers and Inserts are the only options available for Classic or Scholar.

SECTION G. Handbook pages can include school rules, calendars, ads, etc. Indicate total page count. **Note: 1 page is 1 side of a sheet of paper.** Mark box 1, 2, 3, or 4 so we know what material we should have. Typesetting charges are \$25/page. If we must typeset handbook pages, production time increases to 45 business days (9 weeks). **Please DO NOT FAX press-ready handbook pages.**

SECTION H. Mark if you want RUSH Production (does not apply to Non-Custom Planners or orders that require typesetting). Add shipping and calculate your total. We will call if material is missing or we have questions. Production will be delayed if we have trouble contacting you. **Don’t forget to SIGN the order form.**

DELAY SHIP. Indicate if you want delayed shipping (opt.). Keep in mind any closing dates, such as spring break and summer closing. Otherwise, orders will ship according to Normal or RUSH Production time. See details on the next page. **Delayed shipping is NOT available for APO or FPO.**

Terms & Conditions: 1. We do not accept purchase orders without a completed order form. These terms supersede any terms and conditions of a purchase order or written bid. 2. APO and FPO orders are shipped parcel post. Otherwise, shipping is via UPS ground or motor freight carrier. We reserve the right to deny customer-specified carriers or accounts. If books 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 additional freight charges. 3. Errors from inadequate proofing or material inadequately submitted are not the fault of School Mate®. School Mate® cannot be held responsible for changes after the book is in process. 4. Because the books are dated material, they cannot be returned for any reason. 5. Defective books, not due to shipping damage, must be reported to School Mate® within 90 days of ship date. School Mate® reserves the right to repair, replace, or credit defective books. Books damaged due to shipping must be reported within 7 days. 6. If press-ready handbook pages are submitted, a proof will NOT be sent to the customer. 7. Due to our production process, a separate order form is required for each planner product, and each will be shipped, priced, and invoiced separately. Multiple orders cannot be combined for volume discounts. 8. Payment is due Sept. 1, 2012. Payment for orders shipped after Sept. 1, 2012 is due upon receipt. Accounts 30 days

past due will be charged 1.5% interest per month (18% annum) or maximum allowed by law. We reserve the right to require prepayment. All prices are based on USA currency. 9. If order is canceled, customer will be liable for any actual costs in preparation or production of the order. 10. Ship dates are based on the day AFTER the order is received and based on production time – see next page. 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. All ship dates are estimates. 11. Early Order Discount may not be used with other offers or discounts or on reorders received after the deadline. 12. The customer warrants that releases have been obtained to reproduce any and all copyrighted or trademarked material submitted for reproduction. The customer shall defend, indemnify, and hold School Mate® its subsidiaries, and its authorized representatives harmless against all 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 planners. 13. Supplies are limited. We reserve the right to substitute front and back covers.

Ordering Details



Early Order Discount

- **Save 25¢ per planner if we receive your order by May 9, 2012.** See prices with discounts on previous page. Discount does not apply to any Budget Planners or Student Agendas®.
- **IMPORTANT:** We must receive ALL material (mascot/logo, handbook pages, cover, etc.) to begin processing your order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 9, 2012.

Ordering & Payment

- To begin production, we must have a completed order form and ALL material, including handbook pages, mascot, and other material with no subsequent changes. If any material arrives after the order is received, the ship date will be adjusted. The order form must be signed to begin production.
- We require a complete order form (not a purchase order). If your school requires a PO, it is your responsibility to provide it. You are also responsible for notifying your school's purchasing department of changes that may affect the PO.
- If you are required to 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.
- Orders will be invoiced upon shipping. Payment from schools or school districts is not due until Sept. 1, 2012. We reserve the right to require prepayment on orders. Early invoicing is available. All material must be received to invoice early.

Free Proof

- We will send a proof of any material that requires typesetting or design (handbook pages, advertising, and cover). Proofs are not sent for press-ready handbooks. The first proof is free; additional proofs are subject to a charge.
- On the order form, provide a proof contact person and his or her contact info (including e-mail address), 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 production and shipping delays.
- Overlooked errors are considered customer errors.

Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. On the original order, we recommend ordering extra to account for unexpected enrollment and lost planners/agendas. A small reorder later may cost more.
- Custom Planner and Dated 7" x 9" Student Agenda® reorders require a minimum of 25. Non-Custom Planner reorders require a minimum of 10. Undated 7" x 9" Student Agenda® reorders require a minimum of 60.
- Download a *Reorder Form* online and call if you need assistance.

Production Time

- All production begins the day *after* the order is received.
- Normal or Rush Production time does not include weekends, holidays, or shipping time.
- Normal Production time is estimated as seasonal demands, shortages, or any other reasonable causes can affect it.
- All orders ship as soon as they are complete. If necessary, choose a delay ship date to make sure someone is available to receive the order.

Non-Custom Planners/Agendas & Undated Agendas®

KGA, PRA, ELA, MSA, HSA, AGA, UDA, CLA, SRA

Production Time.....5–10 business days (1–2 weeks)

Custom Planners/Agendas

KGB(C), PRB(C), ELB(C), MSB(C), HSB(C), AGB(C), CLB(C), SRB(C)

RUSH Production.....20 business days (4 weeks)

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

Normal Production*.....45 business days (9 weeks)

*If order requires handbook typesetting.

RUSH orders incur a 15% up-charge on the subtotal (\$75 minimum). All material must be stock items or press-ready if custom.

NOTE: Orders received after June 15 have an estimated production time of 30–45 business days (6–9 weeks) for Normal Production.

Shipping

- Production time does NOT include shipping time. Allow 2–8 business days for delivery on orders within the 50 states. For APO and FPO orders, allow approximately 6–12 weeks (the USPS does not guarantee a service commitment for APO and FPO addresses).
- Change orders or halts to production will incur an extra charge and delay the ship date.
- All orders within the 50 states are shipped by UPS ground or truck from Kearney, NE. To prevent shipping delays, we will not use customer's own shipping accounts or third-party shipping services specified by the customer. Shipping charges to the continental 48 states will be 35¢ per book.
- AK and HI orders are extra; call for charges. APO and FPO orders are shipped parcel post; call for charges.
- UPS will deliver to the door only. Truck drivers are not required to give assistance unloading. You may be responsible for unloading items.
- Delayed shipping and invoicing are available.
- Please keep in mind your school's schedule and 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.
- Earliest orders ship spring 2012.

Order Online at www.schoolmate.com