



P. O. Box 2110 • Kearney, NE 68848
800-516-8339 • Fax: 800-570-1767

REORDER FORM
12-13 Student Planners

A reorder is a subsequent order requesting additional Student Planners for the same school year (12-13).

For Office Use Only - 5/12

Order #

Date Rec'd

Shipping Address - NO P.O. Boxes

School/Warehouse
Attn
Street Address
City State Zip
Phone Fax

Purchase Order #
This reorder form must accompany all purchase orders.

Billing Address

School/District
Attn
Mailing Address (P.O. Box)
City State Zip
Phone Fax

Order will not be processed without a signature.
Sign Here Date
By signing, you agree to the terms below.

Choice #1 CUSTOM PLANNERS - Minimum 25

- Choose One: KGB PRB ELB MSB HSB CLB SRB
KGC PRC ELC MSC HSC CLC SRC

Please Note: Call for pricing. Complete the section below if reordering Custom Planners exactly like your original order.

A separate order form is required for each Student Planner product code.

Choice #2 NON-CUSTOM PLANNERS - Minimum 10

No options, value cover only

- Choose One: KGA PRA ELA MSA HSA CLA SRA

Table with columns: Quantity, 10-24, 25+, 50+, 100+, 250+, 500+, 1000+. Rows: KGA/PRA/ELA/MSA, HSA, CLA, SRA.

Student Planners
Teacher Editions (same price as student)
Total Planners
Quantity
Base Price

CUSTOM PLANNERS ONLY - Options & Features - All options and features from original order must be included.

Note: Cover design from original order will be used for a reorder (Dura-3D, Poly-Pro, one-color custom, and religious are FREE).

- Multi-Color Custom Cover 25c x total planners (\$40 minimum)
Option 1 - Hall Pass Sheet 12c x total planners
Option 2 - Vinyl Pouch 25c x total planners
Option 3 - Planning Stickers 20c x total planners
Option 4 - Page Marker Ruler 20c x total planners
Option 5 - Year-Round Supplement 25c x total planners
Option 6 - Character Ed. Supplement 25c x total planners
Add Insert(s) IN1 IN2 IN2 (Spanish) IN3 # total inserts x 25c/insert x total planners
Grade Records for Teacher Editions 85c x # of Teacher Ed.
Lesson Plans for Teacher Editions (not available for HSB, HSC, SRB, & SRC) 85c x # of Teacher Ed.
Wall Charts - coordinates with planner (sold in case of 5 - same level) # cases x \$15/case
Add Handbook Pages... # page x 4c/page for KGC, PRC, ELC, MSC, CLC OR 3c/page for HSC & SRC... x total planners

Delay Ship (opt.)
Apr 27 June 1 July 6 July 20 July 27
Aug 3 Aug 10 Aug 17 Aug 24 Aug 31

Subtotal
Shipping (within 48 states) 35c x total planners
Total

Terms

1. We do not accept purchase orders without a completed order form. These terms supercede any terms and conditions of a purchase order, written bid, or oral agreement. If order is canceled, customer will be liable for any actual costs in preparation or production of the order. We reserve the right to accept or reject all reorders. 2. Normal production time for reorders is 10 business days after we receive a completed Reorder Form. 3. To qualify for original pricing for custom planners, changes cannot be made. If the customer wants changes and/or corrections, the price per planner will revert to the base price for the quantity ordered. The customer will receive a proof, and the planner will not be sent to production until we have received approval from the customer. Production time will be 30-45 business days (6-9 weeks). 4. School Mate reserves the right to adjust production schedules due to heavy seasonal demand, shortages, strikes, or any other reasonable causes whatsoever. 5. All orders within the 50 states are shipped FOB destination via UPS or motor freight carrier. AK and HI are extra; call for charges. APO and FPO orders are shipped parcel post; call for charges. Faster delivery

service may be requested for an extra charge. If books are returned to School Mate because no one was available to receive the shipment, or if freight is re-routed, the customer is liable for any additional freight charges. 6. 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. Any shipping damage is the responsibility of the carrier, not School Mate. Concealed damage must be reported to the carrier within 7 days of delivery. 7. Due to our production process, a separate order form is required for each planner product code and each will be shipped and invoiced separately. 8. Payment is due Sept. 1, 2012 or upon receipt of invoice if reorder is placed after Sept. 1, 2012. Accounts 30 days past due will be charged 1.5% interest per month (18% annum) or maximum allowed by law. All prices are based on U.S. currency. 9. Early Order Discount is not good with reorders received after May 9, 2012. 10. Because the books are dated, they cannot be returned for any reason. 11. Supplies are limited. We reserve the right to substitute value cover design if inventory is depleted.