

ORDER FORM:



SchoolPlanners.com, Inc. • P.O. Box 340 Collierville, TN 38027 • www.schoolplanners.com • info@schoolplanners.com • P: 800-390-2129 • F: 901-853-6196

IMPORTANT: As our production and shipment of your planners often occur during summer months, we must have a contact person we can communicate with in case of questions regarding your order. All orders are shipped upon completion.

SHIPPING ADDRESS

Contact Name _____

School Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Ext. _____

Fax _____

E-mail _____

BILLING ADDRESS *NOTE: Complete if different from shipping address*

Contact Name _____

School Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Ext. _____

Fax _____

E-mail _____

Requested Ship Date _____

BILLING INFORMATION

Purchase Order Attached
 Check Enclosed
 VISA
 MasterCard

Cardholder (print name) _____ Credit Card Number _____ Expiration Date _____

PLANNERS

	Order Code	Page Number	Quantity	Unit Price	Item Total
Primary School Planners	<input type="checkbox"/> PRIM2V <input type="checkbox"/> PRIM2	3-4			
Elementary School Planners	<input type="checkbox"/> ELEM2V <input type="checkbox"/> ELEM2	5-6			
Middle School Planners (8.5" x 11")	<input type="checkbox"/> MIDL1V <input type="checkbox"/> MIDL1	7-8			
Middle School Planners (5.5" x 8.5")	<input type="checkbox"/> MIDL5V <input type="checkbox"/> MIDL5	9-10			
High School Planners	<input type="checkbox"/> HIGH1V <input type="checkbox"/> HIGH1	11-12			
Budget Planners	<input type="checkbox"/> VBW8 <input type="checkbox"/> VBW5	16			
Custom Online Planners	<input type="checkbox"/> CUST1 <input type="checkbox"/> CUST2	14			

COVERS

COVERS (Select One Cover Style)	Page	Quantity	Unit Price	Item Total
Standard Cover	17-18		Free	
<input type="checkbox"/> Black Imprint Only ***Imprinting is only available in black ink Cover Design _____ Typestyle (see pg 21) _____ Mascot File Name (see pg 21) _____ or Art provided: <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Hard Copy Attached Wording: _____ _____				

COVERS (Select One Cover Style)	Page	Quantity	Unit Price	Item Total
<input type="checkbox"/> Customer-Designed Full-Color Cover Please review art submission guidelines on page 22 and templates on page 24. *** Customer-Designed Covers not submitted online or as hard-copy, or requiring size or layout modifications, will be billed a \$30.00 Designer charge. Art provided: <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Hard Copy Attached File Name/Format _____	20		x \$0.25	
<input type="checkbox"/> 2-Color Cover ***You must choose two ink colors Cover Design _____ Typestyle (see pg 21) _____ Mascot File Name (see pg 21) _____ or Art provided: <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Hard Copy Attached Ink Color: Wording /Mascot _____ Ink Color: Background _____	19		x \$0.25	

HANDBOOK PAGES

	PAGE	QUANTITY	ITEM TOTAL
8.5" x 11"	23	Total # of Handbook Pages _____ x 4¢ per page	
5.5" x 8.5"	23	Total # of Handbook Pages _____ x 3¢ per page	

ADDITIONAL UPGRADES

	PAGE	QUANTITY	UNIT PRICE	ITEM TOTAL
Polyethylene Overlay Cover <input type="checkbox"/> POLY-L (8.5" x 11") <input type="checkbox"/> POLY-M (5.5" x 8.5")	22			
B&W Printing <input type="checkbox"/> Inside Front <input type="checkbox"/> Inside Back <input type="checkbox"/> Outside Back	20			
Color Printing <input type="checkbox"/> Inside Front <input type="checkbox"/> Inside Back <input type="checkbox"/> Outside Back	20			
Standard Back Cover <input type="checkbox"/> Omit	20			
Correspondence Vinyl Pouch	22			
Sticker Sheets	22			
Hall Pass Cards	22			
Bookmark Ruler	22			
Personalized Student Names on Cover Student's names must be submitted in Microsoft Excel format with each student's name in its own field.	21			

TERM AGREEMENT: Orders with a school purchase order or approved credit will be billed on the day of shipment. Payment is due 30 days from ship date. Freight is prepaid and billed at actual rates. Must have an actual purchase order on file-not just the number. Order will ship via FedEx, or truck line. The product is dated; therefore, no returns will be accepted. In case of freight damage, we reserve the right to make replacement or refund for the damaged goods. A 1.5% finance charge per month will be added to all unpaid past due accounts over 30 days. If collection agency and/or attorney fees are required to collect past due accounts, the customer is liable for all such fees. I accept these terms and conditions. We do not accept purchase orders without a completed order form. These terms supercede any terms and conditions of a purchase order or written bid. Ship dates are based on the day the order is received and due to heavy seasonal demand, requested ship dates may not be possible. All dates are estimates. Early order discount may not be used with other offers or discounts or on reorders received after the deadline. Supplies are limited. We reserve the right to substitute Generic covers if inventory is depleted.

Signature _____
 Title _____ Date _____

ORDERS CANNOT BE PROCESSED WITHOUT A SIGNATURE

SUBTOTAL

TN orders add 9.75% sales tax or
attach tax exempt certificate

Shipping (billed at actual rates)

All planners are shipped FedEx Ground. Price per planner varies according to the shipping zone your state is located from schoolplanners.com production plant in Tennessee. Please refer to shipping schedule on pg. 27 for the shipping cost to your location.

TOTAL

Rush Production

Less than 20 business days, add 15% \$75.00 minimum otherwise normal production applies to every planner except Value planner.