



2012-13 STUDENT PLANNER ORDER FORM

Fax Order to 1-888-550-5643 | Call 1-877-398-9818 for assistance

OFFICE USE
 Date Rec'd: _____
 Initials: _____

YOUR SCHOOL INFORMATION

School Name:		Phone:	
Contact Name:		Alt Phone:	
Address:		Fax:	
City:	State:	Zip:	Email:

BUILD YOUR PLANNER

A. Choose your Planner Type & Size

PRIMARY ELEMENTARY		SECONDARY ELEMENTARY	
<input type="checkbox"/> K-2nd grade	\$2.90	<input type="checkbox"/> 3rd-5th grade	\$2.90
Full Size, Full Color Pages		Full Size, Full Color Pages	

1

B. Add Handbook Page Insert

NOTE: All steps must correspond with size selected in Step A.

PRIMARY ELEMENTARY		SECONDARY ELEMENTARY	
<input type="checkbox"/> 0 pgs, add	\$0.00	<input type="checkbox"/> 0 pgs, add	\$0.00
<input type="checkbox"/> 8 pgs, add	\$0.21	<input type="checkbox"/> 8 pgs, add	\$0.21
<input type="checkbox"/> 16 pgs, add	\$0.32	<input type="checkbox"/> 16 pgs, add	\$0.32
<input type="checkbox"/> 24 pgs, add	\$0.58	<input type="checkbox"/> 24 pgs, add	\$0.58
<input type="checkbox"/> 32 pgs, add	\$0.84	<input type="checkbox"/> 32 pgs, add	\$0.84
<input type="checkbox"/> 40 pgs, add	\$1.08	<input type="checkbox"/> 40 pgs, add	\$1.08
<input type="checkbox"/> 48 pgs, add	\$1.28	<input type="checkbox"/> 48 pgs, add	\$1.28

2

C. Choose Cover

PRIMARY ELEMENTARY		SECONDARY ELEMENTARY	
<input type="checkbox"/> C2BF Personalized Black name/logo on Standard Cover	add \$0.00	<input type="checkbox"/> add	\$0.00
<input type="checkbox"/> C2BF Plastic Commit 2B Fit Cover with 'window' to first page of handbook	add \$0.36	<input type="checkbox"/> add	\$0.36

3

D. Choose Enhancements

PRIMARY ELEMENTARY		SECONDARY ELEMENTARY	
<input type="checkbox"/> Combination Ruler/3 Ring Binder Holder/Protractor	add \$0.26	<input type="checkbox"/> add	\$0.26
<input type="checkbox"/> Plastic Pocket	add \$0.31	<input type="checkbox"/> add	\$0.31
<input type="checkbox"/> Double-Sided Cardstock Hall Pass Page	add \$0.10	<input type="checkbox"/> add	\$0.10

4
5
6

For Teacher Record Keepers or Teacher Supplements, please call for custom quote

E. Total Cost Per Planner

Add line 1 - line 6

7

F. Quantity (include extra for teachers, staff & roll-over students)

Enter # of planners

8

G. Sub-Total

Multiply line 7 x line 8

9

H. Calculate Shipping

Quantity	PRIMARY ELEMENTARY	SECONDARY ELEMENTARY
< 499	<input type="checkbox"/> add \$0.44	<input type="checkbox"/> add \$0.44
500 - 999	<input type="checkbox"/> add \$0.42	<input type="checkbox"/> add \$0.42
1000 - 1999	<input type="checkbox"/> add \$0.38	<input type="checkbox"/> add \$0.38
2000 +	<input type="checkbox"/> add \$0.36	<input type="checkbox"/> add \$0.36

Multiply shipping cost per planner x Line 8 (quantity)

10

I. Total Cost of Order

Add line 9 to line 10

11

SIGNATURE I have verified my order and have read and agree to the Terms and Conditions. I am authorized to sign on behalf of my school.

Print Name:	Title:	Signing for School:
Signature:	Today's Date:	
School Start Date:	Preferred Delivery Date:	Earliest Delivery Accepted Date:

Terms and Conditions. 1. Handbook material and cover artwork are to be provided to the Vendor in the format specified on the print specifications provided by Vendor. Failure to do so may result in additional costs and/or delayed delivery to the Buyer. No proofs will be sent for camera ready submissions. Vendor is not liable for proofing errors made in the handbook. Failure to deliver custom cover and handbook material (if applicable) by the agreed upon date as stated on the order confirmation may subject the buyer to additional costs and may result in delivery delays for which Vendor is not liable. 2. Change requests to Handbook and Cover information after submission may result in additional costs that are associated with incurred production costs (\$50 min.; \$400 max.). Quantity changes to original order may be made until material submission date and may increase or decrease the per unit cost. 3. Due to the need to pre-order production material by Vendor, a 15% charge will be assessed for orders cancelled between March 1 and the agreed upon material submission date. No cancellations may be made after material is submitted. 4. Student Planners are non-returnable unless defective by fault of the Vendor. A refund will be issued if Vendor has produced or delivered planners that are defective, according to the extent of defect, but not to exceed the total cost of the order. If a full refund is to be issued, Buyer must return all planners to Vendor, at the expense of Vendor before a refund will be issued. Shipments must be checked by Buyer for damages and shortages BEFORE the freight bill has been signed. 5. If Buyer is not present during the agreed upon delivery time when the delivery occurs, the Buyer will be charged the going rate for re-delivery, not to exceed \$400. 6. The signer is signing on behalf of the school, and this contract will remain in effect in the event the signer leaves the school prior to the completion of this contract.