



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

REORDER FORM
11-12 Student Agendas®

A reorder is a subsequent order requesting additional Student Agendas® for the same school year (11-12).

For Office Use Only – 9/11

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.

DATED AGENDAS – Minimum 25 (Call for pricing)

Choose One Dated Agendas (7" x 9"): [] AGB [] AGC
Product Code: Elementary Agendas: [] LGB [] LGC
SOLD OUT – call for substitution options.

For orders of 60 or more Dated Agendas, you will receive original pricing, as long as corrections or changes from your original order are not made. Sign area above and complete shipping and billing information, as well as sections A, B, C, and D.

UNDATED AGENDAS (AGA)

Minimum 60 agendas, no options, value cover only.
Base Price: \$1.60/agenda

Sign area above and complete shipping and billing information, as well as sections A, C, and D.

A. A separate order form is required for each agenda product code.

Table with columns: Student Agendas, Teacher Editions (same price as student), Total Agendas, Quantity, Base Price. Includes checkbox for Page Marker Rulers.

B. DATED or ELEMENTARY AGENDAS ONLY - All options/features from original order must be included.

Note: Cover design from original order will be used for a reorder (full-color stock, one-color custom, and religious are FREE).

- Multi-Color Custom Cover ... 25¢ x total agendas (\$40 minimum) = \$
Add Handbook Pages ... # pages x 3¢/page for AGC OR 4¢/page for LGC x total agendas = \$
Add Handbook Insert ... [] IN1 [] IN2 [] IN3 ... # total inserts x 25¢/insert x total planners = \$
Grade Records for Teacher Editions ... 85¢ x # of Teacher Ed. = \$
Lesson Plans for Teacher Editions ... 85¢ x # of Teacher Ed. = \$

C. Classroom Aids

- Wall Charts – coordinates with agenda (sold in case of 5) ... # cases x \$15/case = \$

D. Totals

Delay Ship (opt.) [] Apr 29 [] June 3 [] July 8 [] July 22 [] July 29 [] Aug 5 [] Aug 12 [] Aug 19 [] Aug 26 [] Sept 2
Subtotal = \$
Shipping (within 48 states) ... 35¢ x total agendas = \$
Estimated 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 agendas, changes cannot be made. If customer wants changes and/or corrections, the price per agenda will revert to the base price for the quantity ordered. The customer will receive a proof, and the order will not be sent to production until we have received approval from the customer. 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. 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. 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 Dated and Undated Agendas and each will be shipped and invoiced separately. 8. Payment is due Sept. 1, 2011 or upon receipt of invoice if reorder is placed after Sept. 1, 2011. 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 U.S. currency. 9. Books cannot be returned. 10. 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 agendas. 11. Supplies are limited. We reserve the right to substitute value cover and back cover design if inventory is depleted.