



12-13 Student Agenda® 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. AGENDA TYPE (Select One)	Undated Agenda	Dated Agendas	Quantity	BASE PRICE: Undated – \$1.70 each Dated – see chart on next page
Non-Custom Agenda (1-2 weeks production)	<input type="checkbox"/> UDA	<input type="checkbox"/> AGA	Student Agendas _____	
Custom Agenda (6 weeks production)*	NA	<input type="checkbox"/> AGB	Teacher Editions (TE) + _____ NA for Undated (UDA)	
Custom with Handbook (6-9 weeks production)*	NA	<input type="checkbox"/> AGC	Total Agendas (TA) = _____ x _____ = \$ _____ AGC – 25 min. Base price UDA, AGB, & AGC – 60 min.	
* See next page for production time. Check only 1 product code above. Submit extra order form(s) for additional product(s).				

B. PAGE MARKER RULERS Optional for all agenda products: must order for all, no partials. _____ #TA _____ x 20¢ \$ _____

C. COVER CHOICE For AGB and AGC Only. Select cover design and complete Cover Wording and Mascot below.
1. Full-Color Stock Design – with school name/mascot in black ink: Design #FC _____ FREE
2. One-Color Custom Design – One standard ink: # _____ FREE
 C15 C18 C19 Repeat last year's; change year Our own design: __enclosed __PDF submitted
3. Multi-Color Custom Design – Two standard inks: # _____, # _____ Photo uploaded (for F1/F2/F3) _____ #TA _____ x 25¢ \$ _____
 T15 T18 T19 F1 F2 F3 Repeat last year's; change year Our own design: __enclosed __PDF submitted \$40 minimum
4. Religious Cover Design – with school name/mascot in black ink. Choose one: FCR72 FCR73 FCR74 FCR75 FREE
Cover Wording _____ Print year
Mascot: Online Mascot # _____ Mascot enclosed

D. OPTIONS & TEACHER AIDS For AGB and AGC Only.
Inserts: IN1 IN2 IN2S IN3 _____ # Total Inserts _____ x 25¢/insert x #TA _____ \$ _____
 Grade Records: Must place in ALL Teacher Editions ordered _____ #TE _____ x 85¢ \$ _____
 Lesson Plans: Must place in ALL Teacher Editions ordered _____ #TE _____ x 85¢ \$ _____
 Wall Charts – 1 case contains 5 wall charts; must order by full case. _____ # cases _____ x \$15/case \$ _____

E. HANDBOOK PAGES For AGC Only.
Note: 1 page is 1 side of a sheet of paper. _____ # Total Custom Pages _____ x 3¢/page x #TA _____ \$ _____
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 on the next page and Terms & Conditions below.

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

ORDER SUBTOTAL _____ \$ _____
 RUSH Production – 4 weeks _____ add 15% (\$75 min.) \$ _____
Otherwise, prod. of 6 – 9 weeks (for Dated Agendas only).
Shipping: (AK, HI, APO, FPO call for pricing) ... 48 states: 35¢/agenda \$ _____
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.

Terms & Conditions: 1. 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. 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. Books cannot be returned. 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 agenda 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 as explained on the 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. 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. 12. Supplies are limited. We reserve the right to substitute front and back covers.

Ordering Details

NON-CUSTOM Dated Agendas® **AGA**

Quantity	25+	50+	100+	250+	500+	1000+
Price	2.70	2.20	1.95	1.90	1.85	1.80

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.

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

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

To send digital press-ready files:
 visit www.studentagendas.com and choose
 "Submitting Files" under Dated Agendas.

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 agendas for the same school year. On the original order, we recommend ordering extra to account for unexpected enrollment and lost agendas. A small reorder later may cost more.
- Dated Student Agenda® reorders require a minimum of 25. Undated Student Agenda® reorders require a minimum of 60.
- Download a *Reorder Form* online and call if you need assistance.

CUSTOM Dated Agendas® **AGB** **AGC**

Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
Price	3.30	2.35	2.30	2.25	2.15	2.05	2.00	1.95	1.90

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.

Undated Agendas® & Non-Custom Dated Agendas® **UDA** **AGA**

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

Custom Dated Agendas® **AGB** **AGC**

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.