### A CHOOSE PLANNER – Check only 1 product code below. Submit extra order form(s) for additional product(s).

<table>
<thead>
<tr>
<th>PLANNER TYPE</th>
<th>Kindergarten</th>
<th>Primary</th>
<th>Elementary</th>
<th>Middle School</th>
<th>High School</th>
<th>Undated Agenda</th>
<th>Dated Agenda</th>
<th>Classic</th>
<th>Scholar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Custom Planners</td>
<td>KGA</td>
<td>PRA</td>
<td>ELCA</td>
<td>MSA</td>
<td>HSA</td>
<td>UDA</td>
<td>AGB</td>
<td>AGB</td>
<td>CLA</td>
</tr>
<tr>
<td>Custom Planners</td>
<td>KGB</td>
<td>PRB</td>
<td>ELC</td>
<td>MCB</td>
<td>HCB</td>
<td>NA</td>
<td>AGB</td>
<td>AGB</td>
<td>CLA</td>
</tr>
<tr>
<td>Custom with Handbooks</td>
<td>KGC</td>
<td>PRO</td>
<td>ELC</td>
<td>MCB</td>
<td>HCB</td>
<td>NA</td>
<td>AGB</td>
<td>AGB</td>
<td>CLA</td>
</tr>
</tbody>
</table>

### B QUANTITY

- # Student Planners: ____________
- # Teacher Editions (TE): ____________
- # Total Planners (TP): ____________

### C NON-CUSTOM PLANNERS – See Price Chart C p. 2.

\[
\text{Price} = \text{Quantity} \times \text{Total Planners (TP)} \times \text{Price per page}
\]

### D CUSTOM PLANNERS (With or without Handbooks) – See Price Chart D p. 2.

\[
\text{Price} = \text{Quantity} \times \text{Total Planners (TP)} \times \text{Price per page}
\]

### E COVERS – For Custom Planners only. Select a cover design and complete the Cover Wording also indicate if years are to be printed and Mascot below.

1. Poly-Pro™ Cover with school name/mascot in black ink: Design # ____________ Repeat last year's; change year ____________ Mascot: ________
2. Full-Color Agenda Cover — For AGB and AGC only with school name/mascot in black ink: # FC ____________ FREE
3. Religious Cover with school name/mascot in black ink: #R ____________ FREE
4. One-Color Cover — Indicate 1 standard ink: _____ Repeat last year's; change year ____________ Mascot: ________
5. Multi-Color or Photo Cover — Indicate 2 standard inks: _____ Repeat last year's; change year ____________ Mascot: ________

### F OPTIONS & TEACHER AIDS – For Custom Planners only. All options ordered will be included in both Student Planners & Teacher Editions.

- Hall Pass Sheet: TP x 12c = ____________
- Year-Rnd. Suppl.: TP x 25c = ____________
- Vinyl Pouch: TP x 25c = ____________
- Planning Stickers: TP x 20c = ____________
- # Total Inserts x 25c x TP = ____________
- # Grade Records: TE x 85c = ____________
- Lesson Plans (NA for HSB, HSC, SRB, or SRC): TE x 85c = ____________

### G ADD HANDBOOK PAGES – For Custom Planners only.

- # Total Custom Pages x 4c/page (3c for HSC, SRC & AGC) x TP = ____________
- # Press-ready pages encased = ____________
- # PDF uploaded = ____________
- # Typesetting needed: # pages x $25/page = ____________
- # cases x $15 = ____________

### H EXTRAS – Available for ALL planners & agendas (Custom and Non-Custom).

- Page Marker Rulers: Must order for all, partials ____________
- Wall Charts: Case contains 5 wall charts (same level; must order by full case) ____________

### I SHIPPING & ORDER TOTALS

- RUSH Production – 4 weeks add 15% ($75 min.) ____________
- Delay Ship (opt.): ____________
- Shipping (AK, HI, AP, FPO call for pricing): 48 states ____________
- # cases x $15 = ____________

Order will not be processed without a signature.

Signature Required Below

[www.schoolmate.com](http://www.schoolmate.com)
**SCHOOL INFORMATION.** “Contact Name” – the person placing the order. “School Mailing Address” – provide a P.O. Box or complete street address. “Ship Address” – provide a street address, not a P.O. Box. DO NOT abbreviate. Orders outside the USA are not accepted.

**PROOF CONTACT.** Provide if placing a Custom Planner order. Many orders are processed in the summer. If we cannot contact you for proof approvals, we will invoice you when order is shipped. Payment is due Sept. 1, 2016. Indicate if you want early invoicing.

**BILL ATTENTION TO.** Production will be delayed. Orders outside the USA are not accepted.

**SECTION A.** Be sure you order the correct product. Due to our production process, a separate order form is required for each planner product, and each will be shipped, priced, and invoiced separately. Call 800-516-8339 if you need assistance.

Non-Custom Planner Codes:
- **KG** = Kindergarten
- **PR** = Primary
- **EL** = Elementary
- **HS** = High School
- **AG** = Dated Agenda

You cannot add to/alter these planners. Options and handbook pages are not available. Complete sections A, B, C, H, and I only.

Custom Planner Codes:
- **KG B** = Kindergarten
- **PR B** = Primary
- **EL B** = Elementary
- **HS B** = High School
- **AG B** = Dated Agenda

Choose a cover with your school name/mascot and add options. Complete sections A, B, D, E, F, H, and I. Skip G.

**SECTION B.** Indicate how many Student Planners and Teacher Editions (TE) you want for a Total Planner (TP) quantity. Teacher Editions are the same price as Student Planners.

**SECTIONS C & D.** Include your base price (see charts below) and calculate your total. You receive the discount price only if ALL material is complete and we receive your order by May 11th (not postmarked by the 11th). No discounts are allowed after May 11, 2016. Overnight your order if necessary. Incomplete orders or changes to the order after the deadline (e.g., new handbook pages) will disqualify the discount. Early Order Discount does NOT apply to Budget Planners or Student Agendas.

**SECTION E.** Choose from 5 cover options. Option 2 is available for AGB and AGC only. Check only ONE box; provide the information and custom material, as needed. Provide your school name EXACTLY as you want it to appear on your cover; send your mascot or write the mascot # (from our web site’s mascot library). Indicate if you want a custom back cover (#6).

**SECTION F.** Indicate options you want. Options 1–6 will be placed in ALL planners (TP). Grade Records and/or Lesson Plans will be placed in ALL Teacher Editions (TE); we cannot put them in a partial order. Lesson Plans are NOT available for HS or Scholar TE, and Option 2 is NOT available for KG Journals.

**SECTION G.** Handbook pages can include school rules, ads, etc. Indicate total page count. Note: 1 page is 1 side of a sheet of paper. Check the box to indicate material provided. DO NOT FAX press-ready handbook pages.

**SECTION H.** Page Marker Rulers and Wall Charts available for all planners.

**SECTION I.** Check if you want RUSH Production (does not apply to Undated Agendas, Non-Custom Planners or Agendas, or orders that require typesetting). Add shipping and calculate your total. Indicate if you want delayed shipping (opt.). Keep in mind any closing dates, such as spring break and summer. Otherwise, orders will ship according to Normal or RUSH Production time (p.3). Delayed shipping is NOT AVAILABLE for APO or FPO. We will call with any questions. Production will be delayed if we have trouble contacting you. We require a SIGNED order form to begin production.

**CHART C. NON-CUSTOM Planner Pricing**

<table>
<thead>
<tr>
<th>Planner Type</th>
<th>Quantity</th>
<th>25+</th>
<th>50+</th>
<th>100+</th>
<th>250+</th>
<th>500+</th>
<th>1000+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>3.50</td>
<td>3.25</td>
<td>3.00</td>
<td>2.75</td>
<td>2.65</td>
<td>2.55</td>
<td></td>
</tr>
<tr>
<td>Price w/ disc*</td>
<td>3.25</td>
<td>2.75</td>
<td>2.50</td>
<td>2.30</td>
<td>2.20</td>
<td>2.10</td>
<td></td>
</tr>
</tbody>
</table>

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 upload digital press-ready material, go to "Upload Material" on the home page of our web site.

Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. On the original order, we recommend ordering extra to account for unexpected enrollment, transfer students, and lost planners/agendas. Reordering more planners later may cost more.
- Custom Planner and Agenda reorders require a minimum of 25. Non-Custom Planner and Agenda reorders require a minimum of 10. Undated 7” x 9” Student Agenda reorders require a minimum of 60. School Events Agenda reorders require a minimum of 100.
- Contact us if you need to place a reorder.
Early Order Discount
- **Save 25¢ per planner if we receive your order by May 11, 2016.** See prices with discounts on p. 2. Discount does not apply to Budget Planners or Student Agendas®; cannot be used with other discounts or on reorders after the deadline.
- **IMPORTANT:** We must receive ALL material (mascot/logo, handbook pages, cover, etc.) to begin processing your order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 11, 2016.

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 PO).** If your school requires a PO, you are responsible for providing it and notifying your school’s purchasing department of changes that may affect the PO. Our terms supersedes any terms from a PO or written bid.
- 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.** We reserve the right to deny orders from individuals, retailers, or non-educational parties.
- Orders will be invoiced upon shipping. Payment from school districts is due by Sept. 1, 2016. Paym ent for orders shipped after Sept. 1, 2016 is due upon receipt. Orders received after June 15, 2016 may require 30–45 business days (6–9 weeks) for Normal Production due to heavy demand. If necessary, choose a delay ship date to ensure someone can receive the order. Check your school calendar.
- **Change orders or halts to production will incur an extra charge.**
- **Defective books, not due to shipping damage, must be reported to School Mate® within 90 days of ship date.** We reserve the right to repair, replace, or credit defective books. Books damaged due to shipping must be reported within 7 days. The customer must retain all packaging, including boxes, if a claim is made.
- **Books cannot be returned for any reason.**
- **Defective books, not due to shipping damage, must be reported to School Mate® within 90 days of ship date.** We reserve the right to repair, replace, or credit defective books. Books damaged due to shipping must be reported within 7 days. The customer must retain all packaging, including boxes, if a claim is made.
- **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.**