

# ORDER FORM

Notebooks and Folders

**School Name** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_  
**School Mailing Address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Ship Address (If different, No PO Boxes)** \_\_\_\_\_  
**Ship City, State, Zip** \_\_\_\_\_  
**School Ph ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_

**Proof Contact** (Provide SUMMER contact info)  
**Name** \_\_\_\_\_ **Email** \_\_\_\_\_  
**Home Ph( )** \_\_\_\_\_ **Fax( )** \_\_\_\_\_

**Bill Attention To:** \_\_\_\_\_

PO Not Required       PO To Follow       Credit Card  
 Payment Enclosed       Invoice Us (Net 15)

**PO# or Credit Card#** \_\_\_\_\_

**Cardholder(printname)** \_\_\_\_\_

**Exp. Date** \_\_\_\_/\_\_\_\_/\_\_\_\_      **3-Digit Code** \_\_\_\_\_  
(On back of card)

*Date you would like the product to arrive at your school:* \_\_\_\_\_

*Deluxe Planners must be ordered by July, 1 2009 for August 2009 delivery*

**Basic Assignment Notebook (6 x 9) Middle/High School Format**

**Quantity:** \_\_\_\_\_ x \$1.45 (min. 30)..... \$ \_\_\_\_\_

**Basic Assignment Notebook (8.5 x 11) Elementary/Middle School Format**

**Quantity:** \_\_\_\_\_ x \$1.59 (min. 30)..... \$ \_\_\_\_\_

**Deluxe Planners 6 x 9 or 8.5 x 11 *Must order by July, 1 2009 for August 2009 delivery***

**Quantity:** \_\_\_\_\_ **EM-1 8.5 x 11**      **HS-1 6 x 9**      \$ \_\_\_\_\_

**Cover #:** \_\_\_\_\_ **Cover Imprint Color** \_\_\_\_\_

**Number of Custom Pages(per side):** \_\_\_\_\_ **Price of Custom Pages:** ..... \$ \_\_\_\_\_

**Printing Inside Cover:**    **Yes**    **No**    **Price of Inside Cover Printing:** ..... \$ \_\_\_\_\_

**School Folders Full Color Stock Designs**

**Quantity:** \_\_\_\_\_  
**Cover #:** \_\_\_\_\_      **Imprint Color:**    **1 color one side**    **1 color 2 sides**  
**Imprint Color** \_\_\_\_\_      **Laminated:**    **Yes**    **No**      \$ \_\_\_\_\_  
**Total Price per Folder:**      \$ \_\_\_\_\_

**1 or 2 Color School Folders**

**Quantity:** \_\_\_\_\_ **Cover #:** \_\_\_\_\_  
**Imprint Color(s):**    **1 color one side**    **1 color two sides**    **Imprint Color** \_\_\_\_\_  
                                 **2 color one side**    **2 color two sides** **Imprint Colors: #1** \_\_\_\_\_ **#2** \_\_\_\_\_  
**Laminated:**    **Yes**    **No**      \$ \_\_\_\_\_  
**Total Price per Folder:**      \$ \_\_\_\_\_

**Imprint Text** *(Deluxe Planner Covers and School Folders)*

**Line 1:** \_\_\_\_\_  
**Line 2:** \_\_\_\_\_  
**Line 3:** \_\_\_\_\_

**Mascot #** \_\_\_\_\_  
**Type Style** \_\_\_\_\_  
*(ie: TT3 - Eras)*

**Order will not be processed without a signature.**

Sign here \_\_\_\_\_ Date \_\_\_\_\_  
By typing name here, you agree to Modern School Products Terms & Conditions

**ORDER SUBTOTAL**..... \$ \_\_\_\_\_  
**Shipping (.36¢ per planner)....** \$ \_\_\_\_\_  
                                 **(.08¢ per folder)**

**ORDER TOTAL**..... \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

# ORDER FORM

## Calendars

### Desk Pad Calendars

Quantity: \_\_\_\_\_ x \$9.95 (min. 5)..... \$ \_\_\_\_\_

### Wall Calendars

Quantity: \_\_\_\_\_ x \$1.59 (min. 10)..... \$ \_\_\_\_\_

**TYPE STYLES TO CHOOSE FROM:**

TT1 Helvetica – **Helvetica Bold**

TT2 Times – **Times Bold**

TT3 Eras – **Eras Bold**

**TT4 Cooper Black**

TT5 Futura – **Futura Bold**

TT6 *Brush Script*

**ORDER SUBTOTAL**..... \$ \_\_\_\_\_

**Shipping (\$1.66 per Desk Pad Calendar)**..... \$ \_\_\_\_\_

**(.78¢ per Wall Calendar)**

**ORDER TOTAL**..... \$ \_\_\_\_\_

## Terms and Conditions

**ORDERS:** Most orders are shipped 2-3 weeks from the time a proof is approved. Deluxe Planners must be **ordered by July 1 for August delivery.** If order is placed after July 1, please call for delivery schedule.

**PROOFS:** One proof will be e-mailed or mailed (may delay order) for approval. Once proof is approved, order will be shipped in 2-3 weeks from date approved proof is received.

**BILLING:** Order will be invoiced at time of shipment, all invoices are due 15 days from invoice date. Payment can be by credit card (Mastercard/Visa), or check. Late payments will be charged 1.5% per month.

**PURCHASE ORDERS:** Purchase orders are preferred but not necessary, if a purchase order is not sent, faxed or e-mailed, order form must be signed.

**SHIPPING:** Orders will be shipped UPS ground unless specified otherwise. Large orders may be sent by truck. Shipping is additional and estimated at \$.08/folder, \$.36/handbook, \$1.66/Desk Pad Calendar, and \$.78/Wall Calendar. UPS Second Day or Red (overnight) will be charged at regular rates.

**IMPRINTING:** Imprint typesetting of 3 lines is included in all folders and planners for outside cover only, additional type will be charged at \$45.00/ Hr. (minimum \$15.00) Mascott's can be included, please send black and white art (we have many to choose from). When submitting Mascott, please email black & white .jpg, .tif or .eps at 300 dpi resolution.

**PLACING ORDERS:** Orders can be placed by phone, mail, e-mail or fax.

**Hours:** Monday through Friday 8:00AM -5:00PM ET