

# 2019-2020 ORDER FORM

## SCHOOL INFORMATION

School Name:			Phone:		
Contact Name:			Alt Phone:		
Shipping Address:			Fax:		
City:	State:	Zip:	E-mail:		

### A. Select a Planner (Minimum order 25)

	# OF BOOKS	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> <b>Engage Big</b> Primary  \$2.82			
<input type="checkbox"/> <b>Create Big</b> Elementary  \$2.82			
<input type="checkbox"/> <b>Innovate Big</b> Elementary  \$2.82			
<input type="checkbox"/> <b>Imagine Big</b> Elementary  \$2.82			
<input type="checkbox"/> <b>Telluride Big</b> Middle School  \$2.96			
<input type="checkbox"/> <b>STEM Big</b> Middle School  \$3.05			
<input type="checkbox"/> <b>Steamboat Small</b> High School  \$2.37			
<input type="checkbox"/> <b>Boulder Mid-Size</b> High/Middle School  \$2.82			
<input type="checkbox"/> <b>Windsor Small</b> High/Middle School  \$2.37			
<input type="checkbox"/> <b>Active Big</b> High/Middle School  \$2.82			

### B. Handbook Options (Minimum order 50)

	HB PAGES	HB UNITS	# OF BOOKS	UNIT PRICE	ITEM TOTAL
Handbooks are available in multiples of 8. Price is per 8 pages.					
<input type="checkbox"/> Small \$ .18					
<input type="checkbox"/> Mid-Size \$ .24					
<input type="checkbox"/> Big \$ .30					
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### C. Cover Options (Circle Cover Choice (for Standard and Personalized Cardstock only) (STEM Datebook cover sold as is.))

 Journey	 Perspective SMALL ONLY	 Marble	 Beachwood	 Silk MID-SIZE ONLY	 Marble	 Lightbulb	 Iconic BIG ONLY	 Marble	 STEM Datebook SOLD AS IS
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	# OF BOOKS	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> <b>Standard Cardstock</b> Standard Cover, no personalization. Minimum order 25. Select design above.			
<input type="checkbox"/> <b>STEM Datebook</b> Sold as is. Minimum order 25			
<input type="checkbox"/> <b>Personalized Cardstock*</b> Standard Cover with school name/logo in black. Minimum order 50. Select design above.			
Personalization Information (Personalized Cardstock Only) School Name: _____ Mascot Choice: _____ Order will not be accepted without a cover choice.			
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	# OF BOOKS	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> <b>Spirit Cover*</b> Choice of Spirit Cardstock cover design. School name & mascot in one color. Minimum order 150. Circle cover design below: Parallel Maze Swirl Wave Tile Spotlight			
<input type="checkbox"/> Small \$ .15			
<input type="checkbox"/> Mid-Size \$ .25			
<input type="checkbox"/> Big \$ .35			
Cover Information (Spirit Cover Upgrade Only) School Name: _____ Mascot Choice: _____ Color Choice: _____			
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	# OF BOOKS	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> <b>Customized Cardstock Front*</b> Your full-color artwork printed on laminated cardstock. Minimum order 150.			
<input type="checkbox"/> Small \$ .20			
<input type="checkbox"/> Mid-Size \$ .30			
<input type="checkbox"/> Big \$ .40			
School will complete Choices Form to select cover.			
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	# OF BOOKS	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> <b>Customized Cardstock Back*</b> Your full-color artwork printed on laminated cardstock. Minimum order 150. Custom cardstock/Spirit front must be ordered to order a custom cardstock back.			
<input type="checkbox"/> Small \$ .10			
<input type="checkbox"/> Mid-Size \$ .15			
<input type="checkbox"/> Big \$ .20			
School will submit own back cover artwork.			
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	# OF BOOKS	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> <b>Plastic Window*</b> Choice of pre-printed design; with window for handbook (if purchased) Minimum order 25.			
<input type="checkbox"/> Small \$ .38			
<input type="checkbox"/> Mid-Size \$ .53			
<input type="checkbox"/> Big \$ .68			
Design Choice: _____ Order will not be accepted without a cover choice.			
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### D. Other Enhancements

	QUANTITY	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> <b>Stickers</b> Minimum order 25*			
<input type="checkbox"/> Small \$ .30			
<input type="checkbox"/> Mid-Size \$ .38			
<input type="checkbox"/> Big \$ .45			
<input type="checkbox"/> <b>Cardstock Hall Pass Pages</b> Minimum order 25*			
<input type="checkbox"/> Small \$ .30			
<input type="checkbox"/> Mid-Size \$ .38			
<input type="checkbox"/> Big \$ .45			
<input type="checkbox"/> <b>Plastic Pockets</b> Minimum order 25*			
<input type="checkbox"/> Small \$ .30			
<input type="checkbox"/> Mid-Size \$ .38			
<input type="checkbox"/> Big \$ .45			

### E. \*Minimum Order Handbook/Enhancement Fee (For orders under 250)

	QUANTITY	UNIT PRICE	ITEM TOTAL
*If your order includes any enhancement or Personalized Cover, and your planner quantity is under 250, please add \$.25 per planner. (If you order a handbook, pocket page, cardstock hall pass, or stickers, a Personalized Cardstock cover is included as part of this \$.25 fee.) This enhancement fee also includes small orders (25-249 quantity) with only a window cover and no other enhancements.			
	×	\$0.25	=

### Order Total

SUBTOTAL	12% SHIPPING	TOTAL
	×	1.12
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Desired Delivery Date \_\_\_/\_\_\_/\_\_\_    Earliest Delivery Date \_\_\_/\_\_\_/\_\_\_  
Your CSR will contact the school with due dates for their materials.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_