






# 2023-2024 MSHS 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 10)

#### STANDARD LINE

<input type="checkbox"/> <b>Steamboat Small</b> Middle School High School 	<input type="checkbox"/> <b>Boulder Mid</b> Middle School High School 	<input type="checkbox"/> <b>Telluride Big</b> Middle School High School 
<input type="checkbox"/> <b>Character Counts Middle/High Big</b> Middle School High School 	<input type="checkbox"/> <b>Windsor Small</b> Middle School High School 	

# OF BOOKS	_____
×	UNIT PRICE
=	ITEM TOTAL

### B. Handbook Options (Minimum order 10)

Handbooks are available in multiples of 8. Price is per 8 pages.

HB PAGES	HB UNITS	# OF BOOKS	UNIT PRICE	ITEM TOTAL
\$ _____	÷ 8 =	×	×	=

### C. Stock Cover (As shown above. No Personalization.)

<input type="checkbox"/> <b>Stock Cover</b> No Additional Charge	# OF BOOKS	UNIT PRICE	ITEM TOTAL
	×	FREE	=

### D. Additional Cover Options

#### Select Cover Choice

<input type="checkbox"/> <b>Personalized Cardstock</b> Cover with school name/logo in black. Select design below. Minimum order 10.	Personalization Information (Order will not be accepted without a cover choice.) School Name: _____ Mascot Choice: _____	# OF BOOKS	UNIT PRICE	ITEM TOTAL
		×		=
<input type="checkbox"/> <b>SQUARES</b> <input type="checkbox"/> <b>WORDS</b> <input type="checkbox"/> <b>CLASSROOM</b> <input type="checkbox"/> <b>LIBRARY</b> <input type="checkbox"/> <b>PASTELS</b> <input type="checkbox"/> <b>GEOMETRIC</b> <input type="checkbox"/> <b>PIXELS</b>				

<input type="checkbox"/> <b>Spirit Cover</b> Choice of Spirit Cardstock cover design. School name & mascot in one color. Minimum order 10. Circle cover design below: 1 2 3 4 5 6 7 8 9	<input type="checkbox"/> <b>Small</b> \$ _____ <input type="checkbox"/> <b>Mid</b> \$ _____ <input type="checkbox"/> <b>Big</b> \$ _____	Cover Information (Spirit Cover Upgrade Only) School Name: _____ Mascot Choice: _____ Color Choice: _____	# OF BOOKS	UNIT PRICE	ITEM TOTAL
			×		=
<input type="checkbox"/> <b>Customized Cardstock (CCS) Front</b> Your full-color artwork printed on laminated cardstock. Minimum order 10.	<input type="checkbox"/> <b>Small</b> \$ _____ <input type="checkbox"/> <b>Mid</b> \$ _____ <input type="checkbox"/> <b>Big</b> \$ _____	School will complete Choices Form to select cover.	# OF BOOKS	UNIT PRICE	ITEM TOTAL
			×		=
<input type="checkbox"/> <b>CCS/Spirit Back Covers</b> Your full-color artwork printed on laminated cardstock. Minimum order 10. Custom cardstock/Spirit front must be ordered to order a custom cardstock back.	<input type="checkbox"/> <b>Small</b> \$ _____ <input type="checkbox"/> <b>Mid</b> \$ _____ <input type="checkbox"/> <b>Big</b> \$ _____	School will submit own back cover artwork.	# OF BOOKS	UNIT PRICE	ITEM TOTAL
			×		=
<input type="checkbox"/> <b>CCS/Spirit Inside Covers</b> Upgrade to include your own full-color artwork on inside covers.	<input type="checkbox"/> <b>Small</b> \$ _____ <input type="checkbox"/> <b>Mid</b> \$ _____ <input type="checkbox"/> <b>Big</b> \$ _____	Only available if the school customizes their back cover. School will submit own inside & back cover artwork.	# 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 10.	<input type="checkbox"/> <b>Small</b> \$ _____ <input type="checkbox"/> <b>Mid</b> \$ _____ <input type="checkbox"/> <b>Big</b> \$ _____	Design Choice: _____ Order will not be accepted without a cover choice. See Catalog for design choices.	# OF BOOKS	UNIT PRICE	ITEM TOTAL
			×		=

### E. Other Enhancements & Accessories (Minimum order 10)

	QUANTITY	UNIT PRICE	ITEM TOTAL
<input type="checkbox"/> Stickers			
<input type="checkbox"/> Cardstock Hall Pass Pages			
<input type="checkbox"/> Plastic Pockets			
<input type="checkbox"/> This Week Markers			

<b>ORDER TOTAL</b>	<b>SUBTOTAL</b>	<b>15% SHIPPING</b>	<b>TOTAL</b>
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Desired Delivery Date \_\_\_/\_\_\_/\_\_\_ Earliest Delivery Date \_\_\_/\_\_\_/\_\_\_  
Your CSR will contact the school with due dates for their materials.

Add Item Totals for Lines A - E	Hawaii/Alaska 25%	
×	1.15	HI/AK 1.25
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Printed Name:	Signature:	Date:
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