

Folder Order Authorization Form

For ordering assistance, call 800.365.3377.

Please complete both sides of the order form. Order must be signed.

For ordering planners, see the Planner Order Form on pages 15-16; instructions for folder orders are on page 35.

If you are TAX EXEMPT, you must complete and sign our supplied exemption certificate. A copy of your state tax exempt form does not qualify. You can request one by e-mail or download it from our website. If the completed exemption certificate is not received, we are required by law to charge sales tax.

School Name _____

Folder Order Information

1. Previous Production Number _____

*If you are placing a reorder, YOUR COPY CHANGES MUST BE CLEARLY MARKED. Failure to do so WILL affect your ship date and may also incur extra costs.

Exact Repeat of Previous Production Number (No Proof Available)

2. Quantity _____

(All imprinted orders are subject to a 5% *overrun or underrun. Actual number shipped will be billed to the customer.)

3. Pricing – Folder orders have FREE GROUND SHIPPING

Pricing Column Used:

A (Mascot) \$ _____ B (Handbook) \$ _____

Rush Orders: Call 800.365.3377 for ship dates and pricing.

Rush production time does not include shipping time.

4. Type of Folder (choose only one folder type)

Custom Full-Color (p. 21) (skip #6 & #7)

Ritefolder® Handler

Stock Full-Color RiteShape™ (p. 22 & 23) (skip to #8)

Fill in Name of Cover Design: _____

Imprint: _____

Font (see Inside Front Cover): _____

Custom One-Color Ritefolder® (p. 24) (see #5)

Standard Reverse

Custom Two-Color Ritefolder® (p. 25) (see #5)

Custom One-Color Tabfolder (p. 24) (see #5)

Standard Reverse

Custom Two-Color Tabfolder (p. 25) (see #5)

Stock Ritefolder® (p. 26) (skip to #8)

Fill in Name of Cover Design: _____

Imprint: _____

Font (see Inside Front Cover): _____

Stock Full-Color Rules Handler (p. 27) (skip to #8)

Fill in Cover Number: HD- _____

Imprint: _____

Font (See inside front cover): _____

MASCOT (HD-3 – Please supply artwork.): _____

Custom One-Color Rules Handler (p. 28) (see #5)

Standard Reverse

Custom Two-Color Rules Handler (p. 29) (see #5)

Custom Tri-Panel (p. 30-31) (see #5)

One-color Standard Reverse

Two-color

Stock Music Litefolders (p. 32) (skip to #8)

Fill in Cover Design Number : L-0 _____

Imprint: _____

Font (see Inside Front Cover): _____

5. Custom Front Cover Design (See p. 33)

Custom Style, letter _____ Progress Mascot Name and Number _____

See custom design mock-up enclosed with this order.

Printing and Finishing Information

6. Ink Colors: (white is not an ink color)

Imprint Color: _____

Background Color (two-color only): _____

7. Foil:

Foil Stamp Color: _____

Custom Foil Die:

Small (up to 36 sq. in.) Large (over 36 & up to 48 sq. in.)
\$134.80 extra charge applies.

8. Finish:

Uncoated** Coated

Laminated Laminated with Foil

**Note: Your folders will be coated unless you specify otherwise.

Copy Information

9. Left Pocket

Custom/Text

Stock _____ (p. 34)

Music Stock _____ (p. 32)

Blank

Right Pocket

Custom/Text

Stock _____ (p. 34)

Music Stock _____ (p. 32)

Blank

Tri-Panel Punch Cards _____ / _____ / _____

(Fill in either "custom" or the appropriate stock punch card letter [see page 30])

10. Inside Above Pockets

Printing (Handbook Folders Only)

Blank (Mascot Folders Only)

11. Back Cover

Custom/Text

Stock _____ (p. 34)

School Floor Plan/Map

Music Stock _____ (p. 32)

School Calendar (choose from options below)

Use stock back K with standard Progress Publications® formatting (see p. 34)

Use clean, black and white electronic file (such as a pdf) or clean black and white, camera-ready hard copy supplied by school (faxes are not considered camera-ready)

Blank

12. How have you submitted your artwork and copy?

Camera-Ready (clean black and white copy to be scanned)

Copy to be Typeset

Upload to progresspublications.com/artwork

Disk or CD

Highlighted changes supplied with folder

REPEAT ORDERS must be accompanied by a hard copy of your text with all changes clearly indicated. Failure to supply hard copy may result in a delay in production of your order.

Quality Statement

We strongly believe in the quality of our service, from the moment we receive your order until it is shipped from our plant. Progress Publications® strives to manufacture the best products at competitive prices. We feel that our products will give students, teachers, and parents the best possible tools to aid in organization and communication.

Thank you for giving us the opportunity to bring you the best products, best service, and best prices. We look forward to doing business with you.

YOU SHOULD CHOOSE ONLY ONE FOLDER TYPE

RITEShape™ – Ritefolder® – Tabfolder

Handler

Tri-Panel

Music Litefolders

Folder Order Authorization Form

Orders Cannot Be Accepted Without Complete Information Below.

THIS ORDER INFORMATION PAGE HAS AN UPDATED FORMAT. PLEASE READ CAREFULLY AND FILL OUT COMPLETELY.

Mail to: Progress Publications®, 428 N. Ohio St., Columbus, KS 66725 or Fax to 800.572.5163

****If you are TAX EXEMPT, you must complete and sign our supplied exemption certificate. A copy of your state tax exempt form does not qualify. You can request one by e-mail or download it from our website. If the completed exemption certificate is not received, we are required by law to charge sales tax.**

SCHOOL DISTRICT CONTACT INFORMATION

Bill to Ship to

District _____

Address _____

City _____ State _____ Zip _____

Accounts Payable Contact _____

AP Phone (____) _____ ext. _____

AP Fax (____) _____

AP E-mail _____

SCHOOL CONTACT INFORMATION

Bill to Ship to

Name _____

Principal _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ ext. _____

Order Contact _____

Phone _____

E-mail _____

Home Phone (____) _____

I have read and agree to the **TERMS AND CONDITIONS** on this form and page 39 of this catalog.

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

Print Name – Principal, Superintendent, or Purchasing Official

Title

Signature – Principal, Superintendent, or Purchasing Official

Date

PAYMENT INFORMATION (check only one)**

Credit Card Check Enclosed

Send Invoice: Purchase Order Enclosed My signature above is authorization for invoicing.

You will be contacted for your Credit Card information.

Hold Product Until: _____

(If products are undeliverable and returned to Progress Publications®, customer will be billed for additional costs.)
Orders will be shipped according to the delivery timetable (page 39). Standard production is approximately six weeks.
Call 800.365.3377 for rush delivery and pricing.

PROOF REQUEST: Yes, please send an e-mailed proof. No, I accept all responsibility for any errors.

After receipt of proof, you must respond to someone in our Proofs department. Failure to respond to your proof on time will result in the delay of your ship date. **Proofs are not available on exact repeats or camera-ready copy.** Please ensure that someone is readily available at any time of year to receive and respond to your proof (e-mail or verbal response is required within two working days of delivery of proof). Please **watch for an e-mail from proofs@progresspublications.com.**

Name _____ Summer Phone (____) _____

Alternate Phone (____) _____

**E-mail _____

**Alternate E-mail _____

Alternate e-mail must be a non-school address. This information will not be shared.

**** Required**

*All imprinted orders are subject to a 5% overrun or underrun. Actual number shipped will be billed to the customer.

2016-2017 catalog prices are in effect through April 15, 2017. Prices subject to change without notice.