

Planner Order Authorization Form*

For ordering assistance, call 800.365.3377 – Please complete both sides of the order form. Order must be signed.

NOTE: 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 email 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 _____

Previous Production Number _____

(This is often located inside of the front cover or on the back cover. If you cannot locate your previous number, please disregard.)

QUANTITY

Student Planners # _____ Early Elementary* _____ High School/College* _____

Teacher Editions # _____ Upper Elementary* _____ Perpetual – Full-Color _____

TOTAL Planners # _____ Middle School* _____ Perpetual – Black & White _____

PLANNER STYLE (see next page for additional personalized planner information)

For ordering folders, see the Folder Order Authorization Form on pages 33-34.

STOCK PLANNER PRICING (page 3)

Fill in cost to the right, then skip to "Estimated Total" below.

Total Planner quantity _____ x \$ _____ each = _____

IMPRINTED PLANNER COVER CHOICE (pricing from pages 4-8)

Stock cover # _____ (pages 10-11)

School Name for Imprint _____ Font (See Inside Front Cover) _____

Optional custom cover (page 9 & 29)

Enclosed is my mock-up design

Exact repeat of last year's design

Ink color(s) _____ Progress Mascot Name and Number _____

For one-color covers:

Standard – white background, text colored

Reverse – colored background, text white

Total Planner quantity _____ x \$ _____ each = _____

HANDBOOK OPTIONS AND PRICING

Total Number of Handbook Pages _____

Total Planner quantity _____ x # of pages _____ x \$.04 each = _____

(one page is one side of a sheet of paper)

Exact repeat of last year's copy (no proof available)

Print-ready copy enclosed (no proof available) (must be included if emailed or on disk)

Copy to be typeset enclosed (see Other Optional Items below for additional pricing)

OTHER OPTIONAL ITEMS (pages 12 & 13)

Inside Front Cover Printing (back cover printing not available)

Per Order: \$50 Artwork charge

Per Order: \$.15 each

Full-Year Edition

July 2019 (added at the front of each planner) July 2020 (added at the back of each planner)

Total quantity _____ x \$.61 each = _____

Vinyl Pouch (not available for High School/College Planner.)

Added at the front of each planner Added at the back of each planner

Total quantity _____ x \$.69 each = _____

Page Marker Rulers

Total quantity _____ x \$.30 each = _____

Additional Hall Pass Page (printed on both sides)

Total quantity _____ x \$.15 each = _____

Typesetting (page 9)

Total pages _____ x \$25 each = _____

Lesson Plans (not available for High School/College Planner)

Teacher Edition quantity _____ x \$.81 each = _____

Evaluation Records (not available for High School/College Planner)

Teacher Edition quantity _____ x \$.71 each = _____

Four Page Resource Inserts Bully Education Character Education

Total quantity _____ x \$.32 each = _____

Added at the front of each planner Added at the back of each planner

Proof: See page 15.

COST ESTIMATE

Subtotal: (without shipping) = \$ _____

Rush Production

Rush - please call 800.365.3377 for ship dates and pricing**

**Does not include shipping time

Subtotal amount = _____

Planner Shipping and Handling

Shipping total quantity _____ x \$.35 each = \$ _____

Estimated TOTAL = \$ _____

Sales tax, if applicable, will be added to your total.

*Order form for 48 contiguous states.

Planner Order Authorization Form*

MAIL TO: Progress Publications®, PO Box 191, Columbus, KS 66725-0191 or Fax to 800.572.5163

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

NOTE: 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 email 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 Email _____

Hold Product Until: _____

SCHOOL CONTACT INFORMATION

Bill to Ship to

Name _____

Principal _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Ext. _____

Order Contact _____

Phone (_____) _____ Ext. _____

Email _____

Home Phone (_____) _____

I have read and agree to the **TERMS AND CONDITIONS** on this form and page 35 of the Progress Publications® 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)

Check Enclosed

Credit Card (You will be contacted for your credit card information.)

Send Invoice (check only one)

Purchase Order Enclosed

My signature above is authorization for invoicing

PROOF INFORMATION: Proofs are not available on exact repeats or print-ready copy. Please ensure that someone is readily available at any time of year to receive and respond to your proof. Immediate response is requested on all proofs. If a proof is requested, your order **will not** be printed until you have responded with approval or changes. Please watch for an email from sales@progresspublications.com

Do not send a proof. I will accept responsibility for any errors. Please email me a proof of my front cover imprint only.

Name _____ Summer Phone _____ Alternate Phone _____

**Email _____ **Alternate Email _____

Alternate email must be a non-school address. This information will not be shared with third parties.

****Required**

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