

Folder Order Authorization Form

For ordering assistance, call 800.365.3377.

PLEASE COMPLETE BOTH SIDES OF THE ORDER FORM. ORDER MUST BE SIGNED.

Instructions for folder orders are on page 19.

NOTE: If you are TAX EXEMPT, you must complete and sign our supplied exemption certificate. The following states require you to use the exemption certificate provided by them: CA, HI, IL, MA, MD, NY, TX, WA. 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 _____ District Name: _____

Folder Order Information

1. Most Recent 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

2. Quantity _____

3. Pricing – Folder orders have FREE GROUND SHIPPING

Pricing Column Used:

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

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

CHOOSE ONLY ONE FOLDER TYPE

RITESHape™ – Ritefolder® – Tabfolder

Handler

Tri-Panel

Custom Full-Color (skip #6)

Ritefolder® (p. 6) Handler (Add \$100 to Ritefolder® pricing)

Stock Full-Color RiteShape™ (p. 7) (skip to #8)

Fill in Name of Cover Design: _____

Imprint: _____

Font (see Inside Front Cover): _____

Custom One-Color Ritefolder® (p. 9) (see #5)

Standard Reverse

Custom Two-Color Ritefolder® (p. 10) (see #5)

Custom One-Color Tabfolder (p. 9) (see #5)

Standard Reverse

Custom Two-Color Tabfolder (p. 10) (see #5)

Stock Ritefolder® (p. 8) (skip to #8)

Fill in Name of Cover Design: _____

Imprint Copy: _____

Font (See Inside Front Cover): _____

Stock Full-Color Rules Handler (p. 11) (skip to #8)

Fill in Cover Number: HD- _____

Imprint Copy: _____

Font (See Inside Front Cover): _____

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

Custom One-Color Rules Handler (p. 12) (see #5)

Standard Reverse

Custom Two-Color Rules Handler (p. 13) (see #5)

Custom Tri-Panel (p. 14-15) (see #5)

One-color Standard

Two-color Reverse

5. Custom Front Cover Design (see p. 16)

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 does not count as 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 UV coated unless you specify otherwise.

Copy Information

9. Left Pocket

Custom/Text

Stock _____ (p. 18)

Blank

Right Pocket

Custom/Text

Stock _____ (p. 18)

Blank

Tri-Panel Punch Cards _____ / _____ / _____

(Fill in either "custom" or the appropriate stock punch card letter see p. 14)

10. Inside Above Pockets

Printing (Handbook Folders Only)

Blank (Mascot Folders Only)

11. Back Cover

Custom/Text

Stock _____ (p. 18)

School Floor Plan/Map

School Calendar (choose from options below)

Use stock back K with standard Progress Publications® formatting (see p. 18)

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

Blank

12. How have you submitted your artwork and copy?

Email to sales@progresspublications.com

Copy to be Typeset

Highlighted changes supplied with folder

REPEAT ORDERS must be accompanied by a copy of your text with all changes **clearly** indicated. Failure to supply 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.

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®, PO Box 191, Columbus, KS 66725-0191 **Email to:** sales@progresspublications.com

NOTE: If you are TAX EXEMPT, you must complete and sign our supplied exemption certificate. The following states require you to use the exemption certificate provided by them: CA, HI, IL, MA, MD, NY, TX, WA. 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 _____

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 23 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

Send Invoice (check only one)

Purchase Order Enclosed

My signature above is authorization for invoicing

Hold Product Until: _____

(If products are undeliverable and returned to Progress Publications®, customer will be billed for additional costs.)

Standard production is approximately six weeks.

PROOF REQUEST:

Yes, please send an emailed proof.

No, I accept all responsibility for any errors.

After you receive your emailed proof, you must respond to the same email containing the proof. Failure to respond to your proof in a timely manner will result in delays. Estimated ship dates are not given until proofs are approved. **Please ensure that someone is readily available at any time of year to receive and respond to your proof. Please watch for an email from Progress Publications®.**

Name _____ Summer Phone (_____) _____

Alternate Phone (_____) _____

**Email _____

**Alternate Email _____

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

****Required**

Actual number shipped will be billed to the customer. All orders are exact quantity.

2026-2027 catalog prices are in effect through January 1, 2027. Prices subject to change without notice.