



Master Order Form Instructions:

1 This is the cost as listed on your price quotes (i.e.: the price we will charge your school; NOT the parent price.)

Note: Credit card orders are charged at the parent price, with the entire credit card amount posted to your school account.

- 1 Place the total number of orders you received for each grade (including all pre-orders and credit card orders) in column 3. **If you include extra boxes that are donated or purchased by the PTO/PTA, they are not returnable.** Multiply the cost times the number of boxes for each grade and enter the dollar amounts in column 4.
- 2 Separate the number of credit card orders for each grade and list them in column 5. Multiply the number of credit cards by your amount charged to parents (as listed on your Order Forms) for each grade and enter the dollar amount in column 6. This will provide you with the dollar amount being paid by credit cards that will be applied directly to your account.
- 3 Calculate the Total Due in column 4:
 - Subtract Customer Appreciation Discount (if qualified) - **1% of total amount.**
 - First Subtotal
 - Subtract Early Signing Discount (if qualified) - **% qualified of 1st subtotal amount.**
 - Second Subtotal
 - Subtract amount of credit card orders (total from column 6).
 - ADD total amount due for backpacks, if applicable, from Backback Master Order Form (after completing information for backpacks.)
 - TOTAL DUE should reflect the total amount for School Tool Boxes and Backpacks.)
- 4 Enter the number of consignment (extra) boxes you would like for each grade in column 7. Exact number of consignment boxes sent will be determined after reviewing your order (we will contact you if we have questions).
- 5 Add-on orders and consignment boxes will be invoiced separately. You will only pay for the consignment boxes you sell. Payment for consignment boxes is due on or before September 30th.
- 6 **We recommend that your requested delivery week should be 7 to 14 business days prior to your distribution date. Your Delivery Week and Distribution Date cannot be within the same week (Monday through Friday.)**
- 7 The 1% additional discount for Early Delivery is not guaranteed, and is solely at Primary School Supplies' discretion, dependant on product availability, production abilities, and delivery schedules.
- 8 We will contact you to confirm receipt of your order, and notify you of the shipment, carrier and approximate date of delivery.
- 9 If you are ordering extra boxes that are being paid for by the school or parent organization (i.e.: for underprivileged students) please include some communication that you are doing so. This will help us process your order correctly and ensure that you receive the correct number of boxes. **These additional boxes included with your pre-ordered numbers are not returnable.**
- 10 **Any calculation differences or additional balance due must be paid by September 30th.**
- 11 **All unsold consignment boxes must be returned to Primary School Supplies on or before September 30th to receive full credit.**
- 12 **All earned discounts are forfeited on accounts not paid in full on September 30th.**

PLEASE NOTE: There are seven tabs/sheets on this Excel spreadsheet for your use. They are as follows: Master Order Form Instructions, MOF (Master Order Form), Student Name List (use to enter student names for producing labels), BP Credit (Backpack Credit Card Only Order Form), BP Cash/Check (Backpack Cash/Check Only Order Form), STB Add On (Order Form used when placing one cumulative Add On order for School Tool Boxes), and BP Add On (Order Form to be used when placing one cumulative Add On order for Backpacks)

Electronic submissions should be sent to: orders@schooltoolbox.net



Primary School Supplies • 228 W Page Street • Sycamore IL 60178
2009 SCHOOL TOOL BOX™ MASTER ORDER FORM
ALL ORDERS ARE DUE JUNE 1, 2009.

*** ORDERS NOT RECEIVED BY PRIMARY SCHOOL SUPPLIES BY JUNE 15TH ARE SUBJECT TO FORFEIT OF ALL DISCOUNTS.**

REQUIRED: (whether submitted electronically or by mail): **Electronic submissions should be sent to: orders@schooltoolbox.net**

- 1.) **Completed** Master Order Form (*all blanks must be filled in!*)
- 2.) List of student names, or all order forms along with the completed MOF
- 3.) Credit Card orders - we must receive original order forms with completed credit card information.
- 4.) **Check for payment** - *payment is due WITH your order, payable to Primary School Supplies* (unless prior arrangements have been made.)

Complete information is required. All blanks must be complete before your order can be processed!

SHIP TO:

School / Residence**

Delivery Address

City State Zip

County

Delivery address is other than school address (please identify whose address this is).

**Additional fees will apply to residential deliveries.

Delivery Contact

Daytime Phone

Email

BILL TO:

Attention

Street Address

City State Zip

Order Authorization

Day/Home Phone***

***We must be able to reach a contact during the daytime in the summer

Requested WEEK of Delivery*

*We cannot guarantee a specific delivery day. Please list Monday's date of Delivery Week.

2008 - 2009 School Enrollment _____

Distribution Date:

Week of Delivery and Distribution Date cannot be within the same week.

Distributor/Sales Rep (if applicable) _____

Early Delivery Discount - I would be interested in receiving my order earlier than the above listed delivery week if my school could receive an additional 1% discount (refer to parameters as specified in instructions regarding Early Delivery Discount; Week of Delivery requests through July 12 do not qualify.)

OFFICE USE ONLY			
Date Rec'd _____	<input type="checkbox"/> Order Forms rec'd	<input type="checkbox"/> Check rec'd	
MOF 2009 Rev. 1/09	<input type="checkbox"/> List of names rec'd	Check # _____	\$ _____



PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2009 BACKPACK MASTER ORDER FORM

Electronic submissions should be sent to: orders@schooltoolbox.net

**** Please staple together with Credit Card Backpack Master Order Form if you have any Credit Card orders**

CASH / CHECK
PAYMENTS ONLY

SCHOOL NAME: _____

Office Use Only: Deliv Wk. Rqstd: ____/____/____

SCHOOL CITY: _____

STATE: _____

Student Name Last Name, First Name	Grade (PK,K,1st, 2nd, etc.)	Rhapsody - \$18.00			Slide - \$21.00			GEMM - \$25.00			Superstition - \$32.00			Heart Breaker - \$39.00		
		Bubble Gum	Red Line	Lime Line	Cherry	Kiwi	Cobalt	Blue	Cotton Candy	Lime/ Black	Lime Green	Black	Pink	Black	Rust	Sky
<i>Sample, Chris</i>	<i>2nd</i>	1			2											
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Total Quantity per Style/Color		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cost per Style/Color		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**GRAND
TOTALS**

Total Cost of all backpacks	\$0.00
Less 5% Cash Back 5%	\$0.00
1st Subtotal	\$0.00
Less Customer Appreciation Discount (if qualified as listed on pg 2 of MOF) 0%	\$0.00
2nd Subtotal	\$0.00
Less Early Signing Discount (if qualified as listed on pg 2 of MOF) 0%	\$0.00
(to be carried to the 'PLUS total from Backpack Order Form' at bottom of pg 2 of MOF) TOTAL	\$0.00

CASH / CHECK
PAYMENTS
ONLY



PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2009 BACKPACK MASTER ORDER FORM

Electronic submissions should be sent to: orders@schooltoolbox.net

**** Please staple together with Cash/Check Backpack Master Order Form if you have any Cash/Check orders**

**CREDIT CARD
PAYMENTS ONLY**

SCHOOL NAME: _____

Office Use Only: Deliv Wk. Rqstd: ____/____/____

SCHOOL CITY: _____

STATE: _____

Student Name Last Name, First Name	Grade (PK,K,1st, 2nd, etc.)	Rhapsody - \$18.00			Slide - \$21.00			GEMM - \$25.00			Superstition - \$32.00			Heart Breaker - \$39.00		
		Bubble Gum	Red Line	Lime Line	Cherry	Kiwi	Cobalt	Blue	Cotton Candy	Lime/Black	Lime Green	Black	Pink	Black	Rust	Sky
Sample, Chris	2nd	1			2											
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Total Quantity per Style/Color		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cost per Style/Color		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

GRAND TOTALS

Total Cost of all backpacks	\$0.00
Less 5% Cash Back 5%	\$0.00
1st Subtotal	\$0.00
Less Customer Appreciation Discount (if qualified as listed on pg 2 of MOF) 0%	\$0.00
2nd Subtotal	\$0.00
Less Early Signing Discount (if qualified as listed on pg 2 of MOF) 0%	\$0.00
(to be carried to the 'PLUS total from Backpack Order Form' at bottom of pg 2 of MOF) TOTAL	\$0.00

**CREDIT CARD
PAYMENTS
ONLY**



PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2009 BACKPACK ADD ON MOF

Electronic submissions should be sent to: orders@schooltoolbox.net

NOTE: Each school is allowed **ONE** BP Add-on Order Summary to be submitted to Primary School Supplies by June 15th.

SCHOOL NAME: _____

SCHOOL CITY: _____

STATE: _____

Student Name Last Name, First Name	Grade (PK,K,1st, 2nd, etc.)	PAYMENT METHOD		Rhapsody - \$18.00			Slide - \$21.00			GEMM - \$25.00			Superstition - \$32.00			Heart Breaker - \$39.00		
		Cash / Check	Credit Card	Bubble Gum	Red Line	Lime Line	Cherry	Kiwi	Cobalt	Blue	Cotton Candy	Lime/ Black	Lime Green	Black	Pink	Black	Rust	Sky
Sample, Chris	2nd	x		1			2											
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Total Quantity per Style/Color				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cost per Style/Color				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cost of all backpacks				\$0.00														

GRAND TOTALS

Office Use Only			
Pick List Adjusted	Invoiced	Name Labels Created	Notice Added to File