

## Master Order Form Instructions

Simply fill out the form according to these instructions. Be sure to save the completed file to a known location on your computer, from which you can attach it to an e-mail sent to [orders@schooltoolbox.net](mailto:orders@schooltoolbox.net). We will notify you of missing information on the Master Order Form, and contact you with the shipment, carrier and approximate date of delivery.

1. When filling in the school name (cell D13) city (cell C18) and state (cell F18) electronically on page 2, the information will automatically carry over to additional sheets.
2. When choosing your delivery and distribution dates on page 2, we recommend that your requested delivery week should be 5 to 10 business days prior to your distribution date.
3. "Ship When Ready Delivery" is not guaranteed and is solely at Primary School Supplies' discretion, depending on product availability, production capacity, and delivery schedules. To be eligible for the 1% Ship When Ready Delivery discount you must have a pre-order exceeding 75 boxes and a requested delivery week after July 12, 2010.
4. If you are ordering extra boxes that are being paid for by the school or parent organization (e.g. for underprivileged students) please be sure to check the box at the top of page 3. This will help us process your order correctly and ensure that you receive the correct number of boxes. *These additional boxes included in your pre-ordered numbers are not returnable.*
5. Enter the grade levels and respective costs per box in columns 1 and 2. **When entering the cost, please be sure to use the price from your signed quote and subtract \$1.00 for the 2010 Instant Savings Program.** For example, if the quoted price for the 1st grade box was \$12.49, enter "\$11.49" in column 2.
6. Place the total number of orders you received for each grade (including all pre-orders and credit card orders) in column 3.
7. Dollar amounts will be calculated in column 4. (column 2 x column 3 = column 4).
8. Separate the number of credit card orders for each grade and list them in column 5.
9. Enter the price charged to parents (amount listed on your order forms) for each grade's box in column 6. **This price should be the amount the parent paid for the box, so it will include their \$1.00 Instant Savings.** Column 7 will automatically calculate (column 5 x column 6 = column 7). This will provide us with the dollar amount being paid by credit cards towards your account .
10. Enter the number of consignment boxes you would like for each grade in column 8. The exact number of consignment boxes sent will be determined after reviewing your order (we will contact you if we have questions). You will pay for only the consignment boxes you sell.
11. Each school is allowed ONE add-on order for boxes and backpacks. These must be submitted together with payment & credit card order forms to Primary School Supplies by **June 15, 2010**.
12. **Any additional balance due must be paid by September 30<sup>th</sup>.**
13. **All unsold consignment boxes must be returned to Primary School Supplies on or before September 30<sup>th</sup> to receive full credit. You will be responsible for shipping costs on any returning consignment boxes.**
14. **All earned discounts are forfeited on accounts not paid in full on September 30<sup>th</sup>.**



# 2010 SCHOOL TOOL BOX™ MASTER ORDER FORM

Primary School Supplies • 228 W Page Street • Sycamore IL 60178

ALL ORDERS ARE DUE JUNE 1, 2010. Orders received after June 15, 2010 will forfeit all discounts.

\*\*\*Electronic submissions should be sent to [orders@schooltoolbox.net](mailto:orders@schooltoolbox.net)\*\*\*  
or fax to 815-895-5717

### DOCUMENTS REQUIRED IN ORDER TO PROCESS YOUR ORDER:

- 1.) **Completed Master Order Form** (All blank fields MUST be completed before your order can be processed)
- 2.) **Complete list of student names OR all completed order forms**
- 3.) If there are **credit card orders**, then we must receive those **ORIGINAL** order forms with signature and complete credit card info.
- 4.) **Payment** (payment is due WITH your order, **payable to Primary School Supplies**, unless prior arrangements for payment have been made)

## School Name

\_\_\_\_\_

### Ship To:

Check here if Delivery Address is other than school's address. Additional fees will apply to residential deliveries.

School/Delivery Name \_\_\_\_\_

Summer Delivery Contact Phone # \_\_\_\_\_

Delivery Address \_\_\_\_\_

Summer Delivery Contact E-mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Additional Delivery Contact Info \_\_\_\_\_

Summer Delivery Contact \_\_\_\_\_

Secondary Summer Contact \_\_\_\_\_

(We must be able to reach you during the day in summer)

**Name, Phone, Email**

### Bill To: (If different from above)

School/Organization Name \_\_\_\_\_

Billing Contact Phone # \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing Contact E-mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**2009-2010 School Enrollment** \_\_\_\_\_

Billing Contact \_\_\_\_\_

**Distributor/Sales Rep (if applicable)** \_\_\_\_\_

### Requested Delivery Week - Choose ONE of the following:

We cannot guarantee a specific delivery day. Distribution Date cannot be within the chosen delivery week.

- July 12th - 16th    July 19th - 23rd    July 26th - 30th    Aug 2nd - 6th    Aug 9th - 13th    Aug 16th - 20th    Aug 23rd - 27th    Aug 30th - Sept 3rd    Other \_\_\_\_\_

### Distribution Date

\_\_\_\_\_ (date boxes will be distributed to students)

I would be interested in receiving my order earlier, if my school could receive an additional 1% discount (see instruction page 1, #3).

Our school would prefer bulk items to be bagged.

### OFFICE USE ONLY

#### Date Rec'd

Order Forms rec'd

Check rec'd - Check # \_\_\_\_\_ \$ \_\_\_\_\_

List of Names rec'd

A/O Check rec'd - Check # \_\_\_\_\_ \$ \_\_\_\_\_

CC Slips rec'd

Invoice

Backpacks \_\_\_\_\_

Entire order paid by CC - Name on CC \_\_\_\_\_

Online Ordering

CC # \_\_\_\_\_ Exp Date \_\_\_\_ / \_\_\_\_





PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2010 BACKPACK MASTER ORDER FORM

Electronic submissions should be sent to: [orders@schooltoolbox.net](mailto:orders@schooltoolbox.net)

SCHOOL NAME: \_\_\_\_\_  
 CITY: \_\_\_\_\_

Office Use Only: Delv Wk. Rqstd: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 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 Amount \$	Credit Card Amount \$	Bubble Gum	Red Line	Lime Line	Cherry	Kiwi	Cobalt	Blue	Cotton Candy	Lime/ Black	Lime Green	Black	Pink	Black	Rust	Sky
Sample, Chris	2nd		\$ 60.00	1			2											
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																		<b>GRAND TOTALS</b>
Total Quantity per Style/Color																		
Total Cost per Style/Color																		

Total Cost of all backpacks	
Less 5% Cash Back 5%	
<b>1st Subtotal</b>	
Less Customer Appreciation Discount (if qualified) 0%	
<b>2nd Subtotal</b>	
Less Early Signing Discount (if qualified) 0%	
<b>3rd Subtotal</b>	
Less total credit card orders	
<b>(to be carried to the 'PLUS total from Backpack Order Form' at bottom of pg 3 of MOF) TOTAL</b>	



**PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2010 Tool Box Add-On Order**  
 Electronic submissions should be sent to: [orders@schooltoolbox.net](mailto:orders@schooltoolbox.net)

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

SCHOOL NAME: \_\_\_\_\_

Sales Rep \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

A/O Check rec'd - Check # \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Number of Add on Boxes \_\_\_\_\_

Date	Student Name (Last, First Name) please print	Grade	Total \$ Amount	Payment Method		Office Use Only				Act		
				Cash /Check Amount \$	Credit Card Amount \$	Pick List Adjusted	Invoiced	Name Labels Created	Notice Added to File label	# of Boxes	Note in history	Special Inst.
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**PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2010 BACKPACK ADD ON ORDER**

Electronic submissions should be sent to: [orders@schooltoolbox.net](mailto: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: \_\_\_\_\_

Total Number of Add-on Backpacks \_\_\_\_\_

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 Amount \$	Credit Card Amount \$	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>		<i>\$ 60.00</i>			<i>1</i>			<i>2</i>									
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<b>Total Quantity per Style/Color</b>																		
<b>Total Cost per Style/Color</b>																		
<b>Total cost of all backpacks</b>				-														
<b>Less amount of credit card orders</b>				-														
<b>Total amount due for backpack add-on orders</b>				-														

Act		Office Use Only			
Note in history	Special Inst.	Pick List Adjusted	Invoiced	Name Labels Created	Notice Added to File label



**PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2010 STUDENT NAME LIST**

Please include ALL students that have ordered boxes. Names will be used for personalized label production.

Electronic submissions should be sent to: [orders@schooltoolbox.net](mailto:orders@schooltoolbox.net)

Office Use Only: Delv Wk. Rqstd: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Name - Printed clearly or typed		School Name	Grade	Gender	Additional Items	Payment Method	
Last Name	First Name	Include State		(If required)	Optional item	Cash /Check Amount \$	Credit Card Amount \$
<i>Sample</i>	<i>Chris</i>	<i>Washington Elementary, IL</i>	<i>2nd</i>	<i>Boy</i>	<i>Calculator</i>		<i>\$ 27.86</i>
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Student Name - Printed clearly or typed		School Name	Grade	Gender	Additional Items	Payment Method	
Last Name	First Name	Include State		(If required)	Optional item	Cash /Check Amount \$	Credit Card Amount \$

<i>Sample</i>	<i>Chris</i>	<i>Washington Elementary, IL</i>	<i>2nd</i>	<i>Boy</i>	<i>Calculator</i>		<i>\$ 27.86</i>
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Student Name - Printed clearly or typed		School Name	Grade	Gender	Additional Items	Payment Method	
Last Name	First Name	Include State		(If required)	Optional item	Cash /Check Amount \$	Credit Card Amount \$
<i>Sample</i>	<i>Chris</i>	<i>Washington Elementary, IL</i>	<i>2nd</i>	<i>Boy</i>	<i>Calculator</i>		<i>\$ 27.86</i>
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Student Name - Printed clearly or typed		School Name	Grade	Gender	Additional Items	Payment Method	
Last Name	First Name	Include State		(If required)	Optional item	Cash /Check Amount \$	Credit Card Amount \$
<i>Sample</i>	<i>Chris</i>	<i>Washington Elementary, IL</i>	<i>2nd</i>	<i>Boy</i>	<i>Calculator</i>		<i>\$ 27.86</i>
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Student Name - Printed clearly or typed		School Name	Grade	Gender	Additional Items	Payment Method	
Last Name	First Name	Include State		(If required)	Optional item	Cash /Check Amount \$	Credit Card Amount \$
<i>Sample</i>	<i>Chris</i>	<i>Washington Elementary, IL</i>	<i>2nd</i>	<i>Boy</i>	<i>Calculator</i>		<i>\$ 27.86</i>
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