

School Tool BoxTM by Primary School Supplies 2011 Sponsor Agreement

Please print complete information clearly.

School Name _____

School Address _____

City _____ State _____ Zip Code _____

School Phone Number _____ Fax _____

Required: School Tax Exempt Number _____

 Initials GENERAL An order is confirmed when a finalized and signed Price Quote is received by Primary School Supplies (PSS.) Any changes to the signed Price Quote will change the confirmation date and the Early Signing Discount. All orders must be received in the office of PSS by **June 1st with payment** unless prior arrangements have been approved by PSS. **Orders received in our office after June 15, 2011 will forfeit any earned discounts. PSS must receive the complete order a minimum of six (6) weeks prior to the requested delivery week.** Delivery to your school will be made by truck line or UPS on your requested delivery week. Driver should bring the shipment inside the first door, however, you will need to have someone at your school to receive and sign for the delivery as well as carry it to your final distribution location.

 Initials EARLY DELIVERY If your school desires delivery before July 10th, your order (complete with Master Order Form, Order Forms or list of names) must be received by PSS by **May 1st** (or earlier as determined by PSS.) **You must notify us by April 1st of your intention for Early Delivery. No Add-On Orders are accepted for early delivery orders.**

 Initials SHIP WHEN READY OPPORTUNITY. If your school's order is packed and ready prior to your requested delivery week, we will contact you and you may have the option to accept delivery when your order is ready and earn a 1% discount off your total pre-order. We will contact you if this opportunity becomes available for your school. Ship When Ready discount is not guaranteed, and is solely at PSS discretion. Ship When Ready discount is in addition to any other discounts earned. Ship When Ready discount is not available on requested delivery prior to July 10th or for orders less than 75 boxes.

 Initials ONLINE ORDERS. All schools have the option to offer Online Ordering. PSS will assist you in determining your Online Ordering window (open and close dates). Requested delivery week will be a minimum of six (6) weeks following the close of your school store. Add-on Orders are not accepted for Online Orders. Online Orders may not be cancelled after the school store has closed.

 Initials ADD-ON ORDERS Add-on orders are dependent on product availability and production schedules and are not accepted after June 15. Add-on orders may ship separate from your initial order. Please do not assume we can fill your add-on order; call us to discuss your additional product needs. Add-on orders are any additional orders we receive for your school following receipt of your original order, regardless of the date the original order was received. Extra boxes included as pre-orders by your school that are not consignment boxes, **are not returnable for any reason.** Please consolidate all of your add-on orders and submit one Add-On Order. We will accept one Add-On Order per school received no later than June 15th.

 Initials CONSIGNMENT BOXES Your school or parent organization is responsible for the freight cost to return all unsold consignment boxes to Primary School Supplies. Unsold consignment boxes returned to Primary School Supplies on or before **September 30th** will receive full credit. Payment for the **sold** consignment boxes must be received prior to the return of the unsold consignment boxes, or mailed to PSS (postmarked on or before September 30th.) Consignment boxes returned to PSS after September 30th and on or before October 31st will be charged a 10% restocking fee. Unsold consignment boxes returned to PSS after October 31st and on or before December 15th will be charged a 20% restocking fee. No returned boxes will be accepted after December 15th. If your order of consignment boxes exceeds 10% of your total pre-ordered boxes, you may be asked to make a deposit of 10% of the total cost of the consignment boxes. This deposit needs to be received by PSS before your order will be processed and will be applied to your consignment purchase.

 Initials DISCOUNTS AND PAYMENT All invoices are due in full on June 1st. Payment is expected with your order unless advance arrangements have been made with PSS. Early Payment Discount is based on the amount of the check received. Payment must be received in full on or before May 1st or May 15th to qualify (by postmark date) for the respective Early Payment Discounts. Online Orders and orders paid by credit card are not eligible for Early Payment Discounts. **Discounts are also based on your account being paid in full on or before September 30th (postmark on or before September 30th.) If account is not paid in full on or before September 30th, all discounts earned are forfeited.** Payment for consignment boxes is due on or before September 30th. **Account balances not paid in full on or before September 30th will be subject to a 1½% per month fee retroactive to the original invoice date.** Payment should be made payable to Primary School Supplies by either a school check, PTA/PTO check, or school district check. We cannot accept personal/individual checks.

I have read and understand the policies described above as indicated by my initials at each paragraph and signature below.

Sponsor's Name (please print)

Day Phone

Evening Phone

Sponsor's Signature

Date

E-mail address (please print clearly)

PTO/PTA Treasurer's Name (please print)

PTO/PTA Treasurer's Signature

Date

*This form must be signed and returned with your signed Price Quotes. All signatures are required.
Please retain a copy of this agreement for your reference.*

Primary School Supplies • 228 W Page Street • Sycamore IL 60178 • Phone 815/895-1062 • Fax 815/895-5717