

Order Form Preparation Worksheet



SCHOOL NAME: _____
 SCHOOL CITY & STATE: _____
 SPONSOR NAME: _____
 CRC: _____

Thank you for your commitment to the School Tool Box™ program for 2012! **Please complete the information below for preparation of your customized order forms and fax to us at (815) 895-5717.**

OUR SCHOOL WILL OFFER (CHECK ALL THAT APPLY):

Paper ordering: Parents can order by returning their completed order form with payment to the school. Our school will offer the following payment options: Check Cash

Please note: For your protection and due to new federal regulations, credit card orders can only be accepted through the online ordering option below.

Online ordering: Parents can order on our website www.schooltoolbox.com.

We will help you determine the best date to open your school's online store. Online stores will be open for a maximum of 21 days.

TYPE OF ORDER FORMS REQUESTED (CHOOSE ONLY ONE):

- Customized School Tool Box™ printed order forms:** We will print custom order forms for distribution to students/parents. Parents will complete the bottom portion of the order form and return to you with payment to submit their order. Online ordering information can also be included, if requested.
- Customized School Tool Box™ PDF order forms:** The same customized order forms as above, but sent as an email attachment that you can print at home or school, saving time by eliminating the need for shipping.
- Customized School Tool Box™ printed Flyers:** Designed especially for schools only offering online ordering. Flyers can be distributed so parents have all the information needed to order online.
- Customized School Tool Box™ PDF Flyers:** The same customized flyers as above, but sent as an email attachment that you can print at home or school, saving time by eliminating the need for shipping.

PLEASE CHOOSE ONE:

- YES – our school will offer the School Tool Box™ and backpacks, receiving a 5% discount on all backpack pre-sales.**
- NO – our school will not offer backpacks. Our school will only offer the School Tool Box™.**

School Enrollment _____

In the chart below, tell us how many order forms/flyers you will need for each grade and the price you would like to charge the parents for the respective boxes. **Remember, any discounts your school earned were included in the quoted price. If you would like to use the amount of the discounts as part of a fundraiser, you will need to take that amount into consideration when calculating the parent cost. Please call with questions. PLEASE NOTE:** Students will need forms for the grade they will be in next year (1st graders will receive 2nd grade forms, etc.).

Grade in Fall											
# of Forms Needed											
Price on Quote											
Cost to Parents											

Due Date (Date parents/students must return paper orders and payment to the school): _____

Pick-Up Date (Date parents/students can pick up boxes/backpacks): _____

Check Payments (if offered) should be made payable to the following school/organization: _____

Estimated Delivery Week: _____ **Your Email Address:** _____

Last Day of School (2011-2012 School Year): _____ **First Day of School (2012-2013 School Year):** _____

Paper forms/flyers (if requested) should be shipped to: _____

- This is the school address. This is a residence. _____

- ◆ Your customized forms will be prepared upon receipt of your **signed price quotes, signed sponsor agreement**, and this completed worksheet.
- ◆ Form production requires a minimum of **14 business days**; this time frame includes preparation, printing and shipping of the completed forms via UPS Ground. **There will be no rush form production.**
- ◆ Overnight or Second Day delivery service is available upon written request and at additional cost to you.

(Office Use Only)	
Online store live: _____ <input type="checkbox"/> Optionals <input type="checkbox"/> Backpacks	OF request received on: _____ Prices checked by: _____
OF Take Down Date: _____ Internal: _____	Forms printed and completed on: _____ by: _____