

Master Order Form Instructions

Please fill out each page completely and according to these instructions. Be sure to save the completed file to a known location on your computer, so you can attach it to an e-mail and send to orders@schooltoolbox.net. We will notify you of any missing information and contact you with the shipment carrier, tracking information and approximate date of delivery.

1. When filling in the school name (cell D11), city (cell C16) and state (cell G16) 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. 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. On page 3, enter the grade levels and respective costs per box in columns 1 and 2. The cost listed should be the price the school will pay for the box. This is the total at the bottom of each price quote.
6. Place the total number of orders you received for each grade in column 3. ALL pre-orders should be listed in columns 1 through 3, including any optional items that were offered as well as large bulk orders.
7. Dollar amounts will be calculated in column 4. (column 2 x column 3 = column 4).
8. 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.
9. If your school offered backpacks for sale, complete page 4. Be sure to list the quantity of each color/style the student is ordering in the appropriate box. If an "X" is used instead of a quantity, the form will not calculate properly.
10. On page 5, provide us with the names of the students that have placed pre-orders. This will allow us to create name labels for each box as well as provide you with a checklist for distribution. Please note that gender is only a required field for those schools that had different supply lists for boys and girls.
11. Early shipping requests ("Ship When Ready Delivery") are not guaranteed and are 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 9, 2012.
12. Schools that did not offer online ordering are allowed ONE add-on order for boxes and backpacks. These must be submitted together with payment to Primary School Supplies no later than **June 15, 2012**.
13. **Payment is expected with your order. Payment should be made payable to Primary School Supplies, and mailed to 228 W Page St, Sycamore IL 60178. Any additional balance due must be paid by September 30th.**
14. **All unsold consignment boxes must be returned to Primary School Supplies on or before September 30th to receive full credit. You will be responsible for shipping costs on any returning consignment boxes.**
15. **All earned discounts are forfeited on accounts not paid in full on September 30th.**
16. **Please refer to your 2012 Sponsor Agreement for full program/payment terms and conditions.**



2012 SCHOOL TOOL BOX™ MASTER ORDER FORM

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

ALL ORDERS ARE DUE NO LATER THAN JUNE 1, 2012. Orders received after June 15, 2012 will forfeit all discounts.

Electronic submissions should be sent to orders@schooltoolbox.net

DOCUMENTS REQUIRED IN ORDER TO PROCESS YOUR ORDER:

- 1.) Completed Order Organizer/Master Order Form
- 2.) Complete list of student names OR all completed order forms
- 3.) Payment (payment is due with your order, payable to Primary School Supplies, unless prior arrangements have been made).

School Name: _____

SHIPPING INFORMATION

School/Delivery Name _____

Delivery Address _____

City _____ State _____ Zip _____

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

Summer Delivery Contact Name _____

Phone _____

Email Address _____

Second Delivery Contact Name _____

Phone _____

Email Address _____

BILLING INFORMATION (If billing information is not completed, invoice and statement will be sent to school address.)

School/Organization Name _____

Billing Address _____

City _____ State _____ Zip _____

Billing Contact Name _____

Phone _____

Email Address _____

2011-2012 School Enrollment _____

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 selected delivery week.

- July 9th - 13th
 July 16th - 20th
 July 23rd - 27th
 July 30th - Aug 3rd
 Aug 6th - 10th
 Aug 13th - 17th
 Aug 20th - 24th
 Aug 27th - Aug 31st
 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 discount (see instruction page 1, #9).
 Our school would prefer bulk items to be bagged.

OFFICE USE ONLY

Date Rec'd _____

Customer # _____

Online Ordering through _____

Check rec'd - Check # _____ \$ _____

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



PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2012 BACKPACK ORDER FORM

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

SCHOOL NAME: 0 _____

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

CITY: 0 _____

STATE: 0 _____

*****When completing the backpack order grid, please enter a QUANTITY for each order. If an "X" is used to indicate an order, your order organizer will not calculate correctly.*****

Student Name Last Name, First Name	Grade (PK,K,1st, 2nd, etc.)	Exposure - \$15.00 SL8902			Overton - \$25.00 5096B			Superstition - \$27.00 5195BP			Playback - \$29.00 SRUB5L			Refugee - \$39.00 UB2L		
		Brown	Light Moss	Crimson	Lime	Blue	Sand	Purple Pattern	Black Pattern	Pink	Tiger	Iris	Pacific	Camo	Fire	Midnight
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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 Early Commitment Discount (if qualified) 0%	\$0.00
2nd Subtotal	\$0.00
Less Early Signing Discount (if qualified) 0%	\$0.00
(to be carried to the 'PLUS total from Backpack Order Form' at bottom of pg 3 of MOF) TOTAL	\$0.00



PRIMARY SCHOOL SUPPLIES / SCHOOL TOOL BOX™ - 2012 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

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		(ONLY if required)	Optional item(s)	Cash Payment Amount \$	Check Payment 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	
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Student Name - Printed clearly or typed		School Name	Grade	Gender	Additional Items	Payment Method	
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<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	
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