



School Tool Box™ 2018 Ship-to-School Sponsor Agreement

School Name _____

City _____ State _____

School Phone Number _____ Fax _____

____ **Initials. GENERAL** – An order is confirmed when a finalized price quote is approved and a signed Quote Summary is received by School Tool Box. Changes to the signed, finalized price quotes are strongly discouraged, as they may affect fundraising, delay the start of your sale or delay delivery.

____ **Initials. ORDERS** – All paper orders must be received in the office of School Tool Box a minimum of six (6) weeks prior to the requested delivery week. Online orders may be charged sales tax in states where applicable.

____ **Initials. DELIVERY** – Delivery to your school will be made by freight truck line or UPS Ground on your requested delivery week. Driver should bring the shipment inside the first door, however, someone must be at the school to receive and sign for the delivery as well as move it to the final distribution location.

____ **Initials. EARLY DELIVERY** – If your school desires delivery before July 9th, your complete order must be received by School Tool Box by May 1st (or earlier as determined by School Tool Box). You must notify us by March 31st of your intention for early delivery.

____ **Initials. ONLINE ORDERS** – School Tool Box will assist you in determining your online ordering window (open and close dates). Delivery details are due prior to the close of your school's online store. Requested delivery week will be a minimum of six (6) weeks following the close of your school's online store. Add-on orders are not accepted. Online orders may not be cancelled after the school store has closed.

____ **Initials. CONSIGNMENT BOXES** – Your school or parent organization is responsible for the shipping cost to return all unsold consignment boxes to School Tool Box. Unsold consignment boxes returned to School Tool Box 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 School Tool Box (postmarked on or before September 30th). Consignment boxes returned to School Tool Box after September 30th and on or before October 31st will be charged a 10% restocking fee. Unsold consignment boxes returned to School Tool Box 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 your consignment boxes. This deposit needs to be received by School Tool Box before your order will be processed and will be applied to your consignment purchase.

____ **Initials. DISCOUNTS AND PAYMENT** – Payment is expected with your order unless advance arrangements have been made with School Tool Box. Discounts are 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 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 1.5% per month fee retroactive to the original invoice date. Payment should be made payable to School Tool Box by either a school check, PTA/PTO check or school district check. We cannot accept personal, individual checks.

By my signature below, I have read and understand the policies described above as indicated by my initials at each paragraph for the School Tool Box program.

Sponsor's Name (please print)

Day Phone

Evening Phone

Sponsor's Signature

Date

E-mail address

This agreement must be signed and returned with your signed Quote Summary and Prep Sheet. *Please retain a copy of this agreement for your reference.*

**School Tool Box, LLC • 228 W Page Street • Sycamore IL 60178
Phone 815/895-1062 • Fax 815/895-5717**