



# ORDER FORM INSTRUCTIONS & POLICIES

For Your Convenience, You May Also Call 1-800-518-5176 to Order by Telephone!

*If you are ordering more than one agenda level,  
copy our blank order form, and complete a separate form for each level.*

**PLEASE PHONE 1-800-518-5176 WITH QUESTIONS OR TO PLACE YOUR ORDER.**

**SHIP TO ATTENTION:** No P.O. boxes! Shipping address must be a physical location.

**SUMMER CONTACT:** Contact info. of person making decisions for order during the summer. Ensures production is not delayed if questions arise during this time.

**INVOICE TO:** Include purchase order number (if using a PO) and billing address (if different from shipping address). Print name of person authorized to place order. **Order form must be signed – all contact info. must be provided.**

**A. AGENDA TYPE (Product Codes):** Read about the difference in stock, custom, and teacher edition agendas on the PRICES page before selecting agenda type. **Check one code only.** Stock agenda codes (no bound options) preceded with an "S." Custom agenda codes (w/bound options) preceded with a "C." Agenda level codes: P = prim.; E = elem.; C = col. elem.; M = middle; HC = high/college.

**B. QUANTITY:** Consider number of student agendas (SA) and teacher editions (TE) needed for entire school year, allowing for possible lost agendas and unexpected population growth. Add "SA" and "TE" to get total number of agendas (TA).

**C. STOCK OR CUSTOM QUANTITY & UNIT COST:** Note total number of agendas (TA). Refer to base price lists (STOCK or CUSTOM). Enter unit cost based on type (stock or custom) and total number of agendas being ordered. *Unit cost for teacher editions is the same as unit cost for student agendas.* Multiply unit cost by "TA" qty., and enter calculated amount at right.

**D. COVER SELECTION:** Review COVERS. Check letter of your cover choice. *Note ... Covers J, K, L and M are for high/college (6" x 9") agendas only.*

**E. COVER PERSONALIZATION:** (*Custom agendas only -- see SUBMISSION GUIDELINES on Cover Personalization page.*) Note total number of agendas (TA). See COVER PERSONALIZATION price chart. Multiply black-and-white or color personalization unit cost by "TA." Enter amount at right. *Note ... MASCOTS can be selected from choices on our Mascots page.* Write mascot's name/number on "Mascot Name/#" line. A \$15 charge applies; enter charge at right.

**F. HANDBOOK PAGES:** (*Custom agendas and teacher editions only -- see SUBMISSION GUIDELINES on Handbook Guidelines page.*) Check all that apply. See INCLUDE YOUR SCHOOL HANDBOOK price chart for black-and-white and color handbook page costs (based on number of agendas to include handbook). Multiply number of handbook pages (1 sheet printed on 1 side = 1 page) by cost per page. Enter amount(s) on "Unit Cost" line(s). Multiply unit cost(s) by total agenda "TA" qty. *Note ... If APM has to format your handbook for you, ADDITIONAL CHARGES will apply; enter charge on line to right of line 3.* Add lines 1, 2 & 3; enter amount at right. *Also note... Only pages to be printed ENTIRELY in black and white qualify for black-and-white pricing.*

**G. BOUND OPTIONS FOR CUSTOM AGENDAS:** (*Custom agendas only*) Check all that apply. Multiply unit cost(s) by total number of agendas (TA). Add lines 1, 2 & 3; enter amount at right.

**H. TEACHER EDITIONS (TE):** (*Custom agendas only*) Check one or both options. Refer to section B for qty. of teacher editions (TE). Multiply unit cost(s) by number of teacher editions (TE). Be sure to use teacher editions (TE) qty., not total agendas (TA) qty. Add lines 1 & 2. Enter amount at right. *Note ... Teacher editions will include same options as student agendas.*

**I. NON-BOUND OPTIONS:** (*For stock or custom agendas*)

- 1. Page-Finder Rulers** – Multiply unit cost by qty. of rulers. Enter amount at right. *Minimum order of 50.*
- 2. Six Pillar Safe Rulers** – Multiply unit cost by qty. of rulers. Enter amount at right. *Minimum order of 25.*
- 3. Six Pillar Bookmarks** – Multiply unit cost by qty. of bookmarks. Enter amount at right. *Minimum order of 25.*
- 4. Wall Charts** – (5 per case) Reversible wall charts printed back-to-back as follows: prim./elem.; col. elem.-middle/high. Check level(s) being ordered. Multiply qty. of cases by unit cost. Enter amount at right.
- 5. Posters** – Sold in sets of 6 (A,B, & C) or individually. ORDERING SETS: Check set(s) being ordered. Enter qty. for each set. Multiply qty. of sets by unit cost. Enter amount at right. ORDERING INDIVIDUALLY: Write in individual poster codes and quantities. Multiply total qty. of posters by unit cost. Enter amount at right.

**J. ORDER SUBTOTAL:** Add prices in right-hand column for sections C, E, F, G, H and I. Enter this order subtotal at right.

**K. EARLY-ORDER DISCOUNT:** *Valid if order and materials are received by May 17, 2010.* Multiply \$0.15 by total number of agendas (TA). Enter amount at right. *Note ... This amount will be subtracted from order subtotal to determine grand total.*

**L. SHIPPING:** Determined by state. Orders outside continental U.S. must call for shipping rate. Enter calculated shipping at right.

**M. GRAND TOTAL:** Subtract early-order discount (if applicable; section K) from order subtotal (section J). Add shipping (section L) to get grand total (M). After discount deadline, add order subtotal to shipping cost.

**\*SALES TAX\*:** As we are located in Maryland, only MD for-profit schools are required by law to pay sales tax on their orders. *If ordering from a MD for-profit school, be sure to add tax – 5% of order subtotal (section J) – to grand total, either at bottom of order form or on school PO.* For-profit schools in other states that are obligated to pay sales tax must pay the tax amount directly to their respective state government. Should you have any questions on how to accomplish this, please contact your state comptroller's office.

**PAYMENT OPTIONS:** Select payment option. If using a credit card, provide requested info. Fax or mail order form to our office. Forward cover personalization text/artwork, handbook, and/or purchase order, if applicable.

## POLICIES

1. A signed order form, order confirmation, or quote is a binding agreement and constitutes placement of an order. Orders must be signed and submitted on Alliance Publishing and Marketing, Inc.'s forms and, if necessary, accompanied by one of the following: an official signed purchase order from the school, school district, or purchasing organization, if required by the school/district; an order placed on school letterhead – must be signed by the principal or superintendent; an order signed by an officer if payment is to be made by a school support organization such as a PTA, PTO, etc.; a signed company purchase order or a signed letter from the firm's authorized purchasing agent for all orders being paid for by a CHARACTER COUNTS! business sponsor. Alliance Publishing and Marketing, Inc. does not require a school/school district purchase order to accept an order. Purchase orders are viewed by Alliance Publishing and Marketing, Inc. as an internal document between schools and school districts. 2. Payment can be made using MasterCard, VISA, Discover, or American Express. An invoice will be sent during the first few business days following shipment. Payment is due within 30 days from the invoice date, unless other arrangements have been made. A finance charge of 1.5% per month will be applied to the total unpaid balance after 30 days. 3. Prices are based on ready-to-place art. Only Maryland for-profit schools are required to pay sales tax. 4. The production time period begins when all items required for custom printing (camera-ready handbook/school mascot, etc.) are complete and have been received by APM. 5. Early-order discounts or special quote prices are not valid on reorders. All early orders including optional features (handbook or personalized cover, etc.) must be complete and in our possession by May 17, 2010. 6. If books are returned to APM because no one is available to receive the shipment or the shipment is rerouted, the customer is responsible for the additional shipping charges. We are not liable for shipping delays due to strikes or any other reason beyond APM's control. 7. Damaged or defective books must be reported to APM within 10 business days of receipt. APM reserves the right to replace or credit defective materials. 8. Proofs are not supplied for handbooks and artwork that are submitted in PDF format. The customer is responsible for handbook content and margin set up. 9. If an order is cancelled, the customer is liable for any actual costs associated with preparation or production. Because books include a dated school year calendar, they cannot be returned for any reason.