

# PRINT EXPRESS JUMBO JACK'S

505 20th Ave SW • Independence, IA 50644 • 800-383-1679 | P.O. Box 247 • Audubon, Iowa 50025-0247

## STUDENT PLANNER ORDER FORM

Please Print or Type

**School Name:** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

**School Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**School Phone ( )** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Shipping Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Attn:** \_\_\_\_\_ **Purchase Order #** \_\_\_\_\_

### Please check:

	Price/Book	Qty	Total	
<input type="checkbox"/> 5 1/2 x 8 1/2 Planner without handbook	_____ x	_____ =	_____	<b>Start Date</b> _____ <b>End Date</b> _____
<input type="checkbox"/> 5 1/2 x 8 1/2 Planner with handbook	_____ x	_____ =	_____	
<input type="checkbox"/> 5 1/2 x 8 1/2 Handbook pages over 24: _____ x \$.02/pg =	_____ x	_____ =	_____	
<input type="checkbox"/> 8 1/2 x 11 Planner without handbook	_____ x	_____ =	_____	<input type="checkbox"/> With Subjects <input type="checkbox"/> Without Subjects
<input type="checkbox"/> 8 1/2 x 11 Planner with handbook	_____ x	_____ =	_____	
<input type="checkbox"/> 8 1/2 x 11 Handbook pages over 12: _____ x \$.03/pg =	_____ x	_____ =	_____	
<input type="checkbox"/> 8 1/2 x 11 Assignment Page Format _____ <b>Quotes</b> _____ <b>Pencil</b>				
<input type="checkbox"/> 8 1/2 x 11 Teacher/Grade Book Planner	_____ x	_____ =	_____	<b># of weeks</b> _____

### Please check below:

- ☐ Custom cover artwork enclosed
- ☐ Custom cover artwork to follow
- ☐ Handbook material enclosed
- ☐ Handbook material to follow

Freight charge per planner \$.25 x \_\_\_\_\_ = \_\_\_\_\_

Freight free for orders of 250 or more.

**Customer Estimated Cost Total** \_\_\_\_\_

**Date you would like your planners** \_\_\_\_\_

### TERMS OF CALENDAR ORDER SHEET:

The purchaser, hereinafter referred to as Customer, agrees to furnish all personalized material to be published in Customer's planner.

### PRODUCTION:

The Company assumes responsibility for scheduling and production of the planners, normal production time is 30 to 45 days after we receive the complete order. However, the Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, or any other reasonable causes whatsoever. The Company cannot promise or guarantee ship dates other than what our information states. **There is a \$10/page charge for NON-camera ready (we type for you) handbook pages.**

### CORRECTIONS:

The Company reserves the right to use our judgment on design of artwork for planner cover, if no definite instructions are given. The Company will endeavor to do our best to produce error-free planners. However, material submitted by Customers or inadequate final proofing by Customer may result in errors that are not the Company's fault. The Company will correct all errors requested in the event that any subsequent printings are ordered.

### SHIPPING:

Printed planners are shipped, freight paid by Customer, in the continental United States. Orders are shipped the best possible way. If Customer requests faster service, (i.e., bus, airfreight, etc.) the Customer will be billed accordingly. Planners damaged in shipping must be reported within 7 days of receiving. Defective planners, not due to shipping damage, must be reported to the Company within 30 days of ship date. The Company reserves the right to repair, replace or credit defective planners.

### PAYMENT:

Customer will be invoiced the day of shipping. Full payment is due within 30 days from shipping date. Accounts 30 days past due will be charge 1.5% interest per month (18% annum).

### CONDITIONS:

This calendar order sheet is a binding contract between the Company and the Customer. Cancellations after this order sheet is received will still hold the Customer responsible for cost incurred by the Company concerning actual preparation and/or production on order. By signing this agreement it is understood that the customer has the express permission from the business/school/organization (listed above) to enter into this contract.

**\*\* Please fill out both sides of this form \*\***

**Authorized Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Cookbook Specialists Planner Cover Designs

choose from one of our designs and fill in below



OR

Cookbook Specialists can design a cover using your school logo and colors!



### 1. Cover Design (Check One)

- ☐ Please use our artwork/logo submitted by an artist in our group. (Camera-ready artwork enclosed. See cover guidelines.) **FREE** of charge.
- ☐ Please use our artwork/logo and design a cover for us. Cover Font \_\_\_\_\_ (See Cover Fonts) **FREE** of charge.
- ☐ Please use Cookbook Specialists Planner Cover (specify choice) \_\_\_\_\_ **FREE** of charge.

The name of your school as you would like it to appear on your cover: \_\_\_\_\_

### 2. Cover Ink Color

- ☐ Black ☐ Red ☐ Green ☐ Blue ☐ Yellow ☐ Orange ☐ Purple ☐ Other \_\_\_\_\_

### 3. Coil Color (Check One)

- ☐ Black ☐ White ☐ Red ☐ Green ☐ Blue ☐ Yellow ☐ Orange ☐ Purple ☐ Gray

#### Planner Cover Guidelines

**Cookbook Specialists' Designs:** Designate one of the Cookbook Specialists' cover designs above and fill in the name of your school as you'd like it to appear on the cover. You may also choose one of the cover fonts and ink colors for the text.

**Your Logo on Cover:** Cookbook Specialists will also design a cover for you using your school logo. Logos must be submitted as a black ink on white paper line drawing or as a pdf, eps, or jpg file of at least 300 dpi. We will set the text. You may also choose one of the cover fonts and ink colors.

**Hard Copy Camera-Ready Covers** must meet the following specifications and be ready for reproduction: All artwork must fit within 5" x 8 1/4" for the high school planner and 7 7/8" x 9 3/4" for the middle school planner. Please print on white paper. We will reproduce it exactly as we receive it so your finished product depends on the quality of the artwork you submit.

**Camera-Ready Digital Covers** must also meet the above specifications and must be submitted as a pdf, eps, or jpg file of at least 300 dpi. All fonts must be embedded. Please include a full color hard copy.

#### Cover Font Options

Bahnschrift  
Brush Script  
Helvetica  
Helvetica Italicized  
**Magneto**  
**Market**  
Palatino  
Palatino Italicized  
Quixley  
Tekton  
Times  
Times Italicized  
**STENCIL**

#### Handbook Guidelines

**Hard Copy Camera-Ready Handbook Pages:** Submit pages the way you want them to appear to fit within 4 1/2" x 7 1/2" print area for the 5 1/2" x 8 1/2" planner and 7 1/2" x 10" print area for the 8 1/2" x 11" planner. We will reproduce it exactly as we receive it so your finished product depends on the quality of the copy you submit. If numbered, page numbers must be within these dimensions. Text must be laser printed in black ink on white paper. Do not submit photocopies or faxes.

**Camera-Ready Digital Handbook Pages** must be submitted in pdf format in the above dimensions.

**Cookbook Specialists Does It For You:** We will type your handbook for you from a clear copy you submit. We will use Helvetica or Times for the text. Please number the pages. Additional cost of \$10/page will be added to your invoice.

For questions on submitting your artwork or handbook call 800-383-1679.