

# AgendaWorks Order Form 2009-2010

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**Note: All fields below must be filled out before order may be filled. Call 877-237-8440 for assistance.**

School Name: _____ School District/Org: _____ Contact Name: _____ Position: _____ Address (No PO/APO/FPO box): _____ City/State/Zip: _____ Email: _____ Phone: (____) _____ Fax: (____) _____ Summer Contact: _____ Summer Contact Hm Phone: (____) _____ Cell: (____) _____ Summer Contact Email: _____	<b>Bill To: <i>If different from ship</i></b> Name: _____ School/Dist/Org: _____ Address: _____ City/State/Zip: _____  <b><i>Order must be signed!</i></b> Ordered by: _____ Title/Position: _____ Authorized Signature: _____ Today's Date: _____ I have read the terms and conditions: <input type="checkbox"/>
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**First Day of Class:** \_\_\_\_\_ **Preferred Delivery Date:** \_\_\_\_\_ **Earliest Delivery Accepted Date:** \_\_\_\_\_

**Payment Options:**

PO Not Required:  PO To Follow:  PO Attached:   
 Send Invoice:  Check Enclosed:   
 Credit Cards Accepted:  MC  Visa  Disc  Amex **\* Pay your full order amount at order submission and save 3%!**

\_\_\_\_\_  
 Credit Card Number      Sec. Code      Name As It Appears on Credit Card      Exp. Date      Authorized Signature

AGENDAS	AGENDA DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	AgenDUH (5.75" x 8.75")	_____	_____	x _____
	AgenDUH Jr. (8.5" x 11")	_____	_____	x _____
	4 Hall Pass Pgs (2 blue, 2 yellow)	_____	Free	x _____ Free
	Plastic page marker/ruler	_____	Free	x _____ Free
	Classroom Instructional DVDs	_____	Free	x _____ Free
			Sub-Total	_____

**HANDBOOK INSERT (Black & W (1 sheet printed on 1 side = 1 page) QTY AMOUNT**

Handbook pricing for orders placed before May 30, 2009

<i>Handbooks must meet these page counts. If you don't have enough pages to fill the handbook, use our "Note Page" template to fill out the balance of the handbook with blank note pages.</i>	AgenDUH	AgenDUH Jr. 8.5" x 11"
	<input type="checkbox"/> 16 pages add 25¢	<input type="checkbox"/> 8 pages add 25¢ x _____ = _____
	<input type="checkbox"/> 32 pages add 50¢	<input type="checkbox"/> 16 pages add 50¢ x _____ = _____
	<input type="checkbox"/> 48 pages add 75¢	<input type="checkbox"/> 24 pages add 75¢ x _____ = _____
		<input type="checkbox"/> 32 pages add \$1.00 x _____ = _____

Handbook pricing for orders placed after June 1, 2009

Agenda Quantity	1-499	500-999	1000+	
	5¢ per page	4¢ per page	3¢ per page	x _____ = _____

SEE POLICIES FOR SUBMISSION GUIDELINES Sub-Total \_\_\_\_\_

SHIPPING	SHIPPING COST	QTY	UNIT PRICE	AMOUNT
	AgenDUH - \$0.50 per agenda x total agendas	_____	\$0.50	x _____ = _____
	AgenDUH Jr. - \$0.40 per agenda x total agendas	_____	\$0.40	x _____ = _____
	Outside the continental U.S.? Call for shipping rate	_____	_____	x _____ = _____

*Remember the AgenDUH planner is 384 pages plus the handbook, this makes your planner over twice as heavy as other agendas. Our shipping costs reflect actual charges by National Carriers.* Sub-Total \_\_\_\_\_

SHIPPING SCHEDULE (with custom handbooks)			
Print-Ready Materials Received By:	Order Ships By:	Print-Ready Materials Received By:	Order Ships By:
March 1	May 9	June 1	August 10
April 1	June 10	July 1*	August 22
May 1	July 10	Aug 1*	Sept 18

\* Stock planner orders (no handbook) will ship within 4 weeks of order confirmation.

Special Instructions: \_\_\_\_\_

	Sub-Total	_____
* Subtract Early Payment Discount (3% x Sub-Total)	-	_____
(Texas for-profit schools) Tax	_____	_____
<b>*TOTAL</b>	<b>_____</b>	<b>_____</b>

**\* Pay your full order amount at order submission and save 3%!**