

# 2024 - 2025 SCHOOL PLANNERS

PRIMARY SCHOOL - ELEMENTARY SCHOOL - MIDDLE SCHOOL - HIGH SCHOOL - CUSTOM PLANNERS

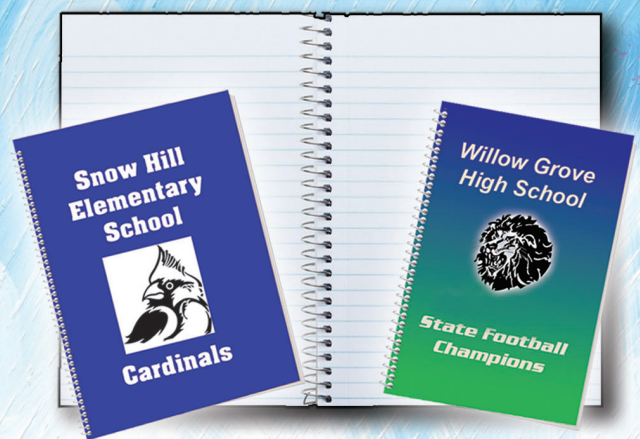
## PLANNERS



## CUSTOM PLANNERS



## NOTEBOOKS



## YEARBOOKS



[www.schoolplanners.com](http://www.schoolplanners.com)



# LET'S PLAN FOR SUCCESS

## WHY SHOULD YOU CHOOSE SCHOOLPLANNERS.COM?

**SCHOOLPLANNERS.COM** is a division of Fundcraft Print Group, a full service publishing company. Since 1901 we have worked with thousands of schools for fundraising programs and book publishing needs.

**FUNCTIONALITY** is our number one priority in school planner design. All of our planners were developed by experienced teachers. The genius of each planner is in the simplicity of the design.

**YOUR UNIQUE LOOK:** With a variety of cover designs and options, the possibilities for a truly unique school planner are endless.

**ENVIRONMENTALLY FRIENDLY:** All planners are printed in the U.S. on top quality white, 60 pound, acid free, recycled paper, with 30% post consumer waste. Covers are printed on heavy 12 point stock for the front and 16 point stock for the back, laminated for extra durability.

**FREE PAGES:** Included free in every planner are grade level appropriate reference pages, including title page, address list, year-at-a-glance calendar, goals page, holidays, hall pass card and a multi-year calendar.

**CUSTOMER SERVICE:** You can call one of our friendly customer service representatives any time from 8:00 a.m. until 4:30 p.m., Monday through Friday, CST.

**FAST DELIVERY:** Production time for our value planners is approximately 3-5 business days without personalization. Custom planner orders can take up to 30 business days to produce and ship. All orders placed prior to May will be shipped in May/June. Our publishing plant is located in Collierville, TN, at the edge of Memphis. With Memphis being the World Headquarters of Federal Express, our shipping rates are among the cheapest in the U.S.

**STREAMLINE YOUR ORDERING ONLINE:** You can purchase any of our products at [www.schoolplanners.com](http://www.schoolplanners.com). Current prices are posted on our website. We accept school purchase orders, checks or credit card payments.

**AMERICAN MADE:** Schoolplanners.com is one of the few companies that publishes all of our planners in our production plant in Collierville, TN. We believe that our quality and price is better than other companies that order all of their planners overseas. American-made is our motto.

**CUSTOMIZE ONLINE:** Customize our one-color planner online.

## TABLE OF CONTENTS

3-4	Primary Planners
5-6	Elementary Planners
7-10	Middle School Planners
11-12	High School Planners
14	Custom Online Planners
16	Budget Planners
17-18	Full Color Cover Designs
19	2 Color Cover Designs
20	Custom Cover Designs
21-22	PLANNER UPGRADES
22	Artwork Guidelines
23	Handbook Pages
24	Templates
25-26	Yearbooks
27	Ordering & Payments
28	Shipping
29	Ordering Online
30	Production Time
31-32	Order form



# DON'T MISS OUT! TAKE ADVANTAGE OF OUR PLANNER UPGRADES

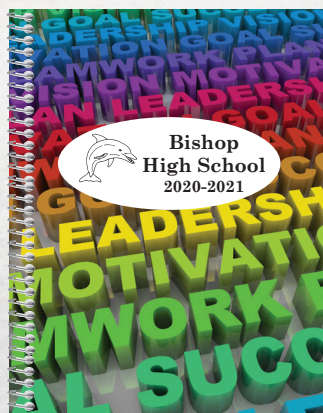
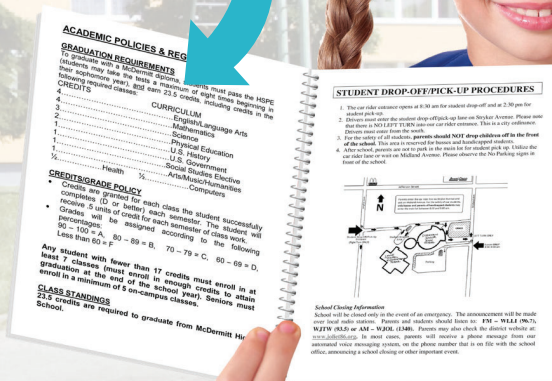
## FREE OR JUST PENNIES MORE!

ADD HANDBOOK PAGES  
TO INCLUDE SCHOOL SPECIFIC  
INFORMATION BOUND IN  
YOUR PLANNER! (SEE PAGE 23)

You can include:

- School Policies & Rules
- Dress Codes
- Grading Scales & Periods
- Calendars & Holidays
- Drop Off Instructions
- School Maps
- Supply Lists

...anything you need students  
and parents to know!



Other available upgrade options:

- Add mascot to cover (pg. 21)
- Add student's name to cover (pg. 21)
- Custom planner cover (pg. 20)
- Print on the inside covers (pg. 20)
- Color imprints on cover (pg. 21)
- Sticker sheets, Bookmark
- Rulers & many more options available!
- Full Custom Planners from your files (pg. 13)

We are ready to answer any questions you may have regarding any of our featured products in this catalog or on our website. Please feel free to use any of the below methods to contact us:

Phone: 1.800.390.2129  
E-mail: info@schoolplanners.com  
Website: www.schoolplanners.com

Mail: SchoolPlanners.com  
P.O. Box 340  
Collierville, TN 38027





# PRIMARY

## value planners

ORDER CODE: PRIM2V

### Primary Value Planner (No Custom Features)



**\$2.75 PER PLANNER**

(Only on orders over 100 planners)  
This price is for 100 or more planners and includes the cover shown. Cover will not have an imprint.

Quantity	25+	50+	100+	250+	500+	1,000+	1,500+
Price	3.90	3.55	2.75	2.75	2.75	2.75	2.75

### DESCRIPTION

- 8.5" x 11" full-color pages (120 pages)
- Free standard full-color front cover on heavy 12 pt stock
- Both front and back covers are laminated for more durability
- Full-color back cover printed on heavy 16 pt stock
- Three-hole drilled and plastic coil bound
- Calendar runs **July 29, 2024 - July 27, 2025**
- Ships in 1-2 business days. Orders placed before May will be shipped in June/July.
- FREE! Coordinating resource and reference pages
- One hall pass card printed front and back
- Student activities for every week
- Teacher/Parent comment boxes for communication
- Twenty spaces for spelling words for every week



# PRIMARY

## custom planners

**SAVE 35¢  
PER PLANNER**

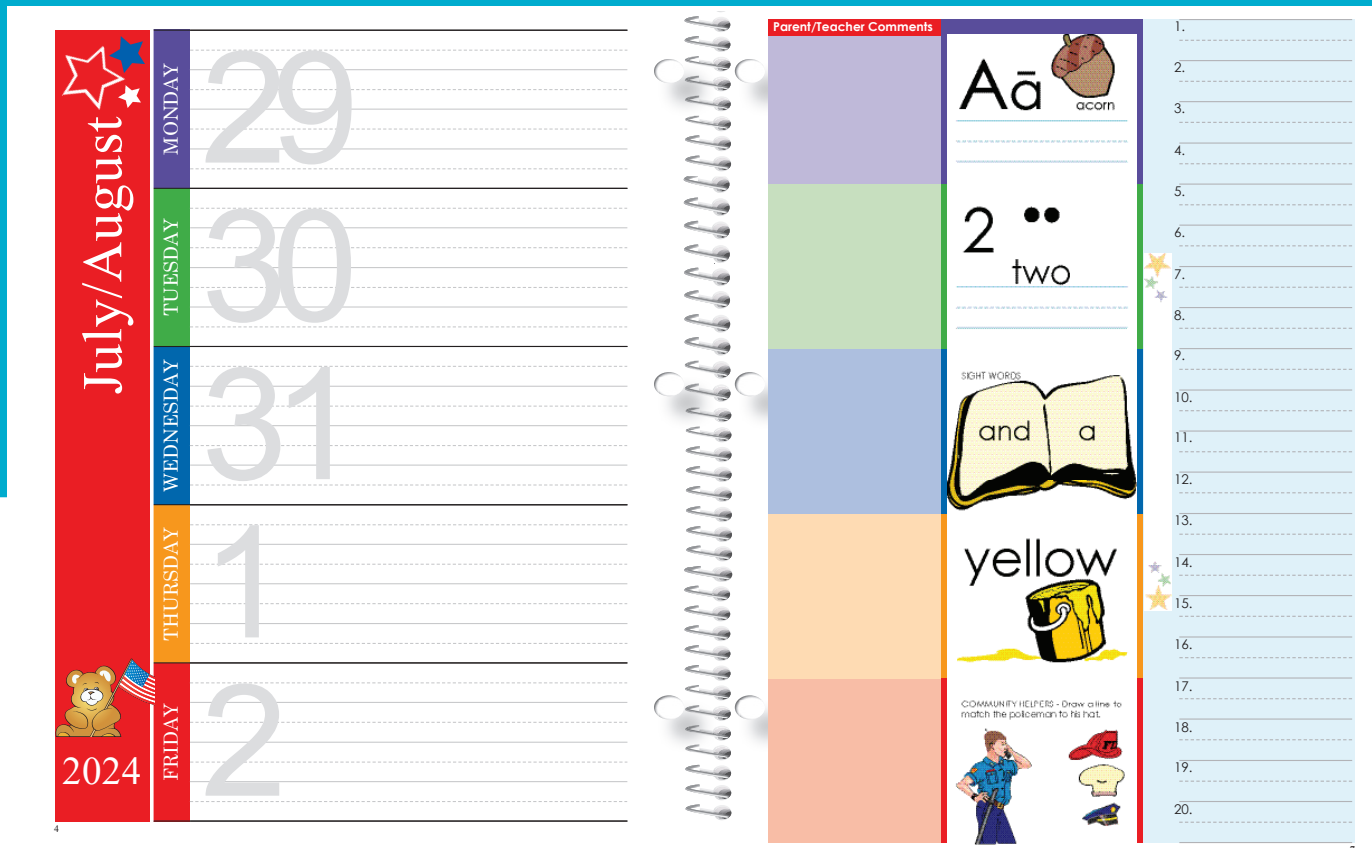
If we receive an order on or before March 31, 2024

**SAVE 25¢  
PER PLANNER**

**GO ONLINE AT [SCHOOLPLANNERS.COM](http://SCHOOLPLANNERS.COM)  
TO VIEW MORE PAGES FROM THE  
PRIMARY PLANNER**

**ORDER CODE: PRIM2**

## Primary School Planner (Custom Features Available)



## CUSTOM PRIMARY PLANNER

- Includes the same features as the Value Primary Planner.
- 50 minimum order
- **Free front cover printed with school name and mascot in black ink on heavy 12 pt stock** - See pages 17-18 for cover designs

- Add any number of custom features including handbook pages with maps and calendars.
- Design your own custom full-color cover
- 15-day shipping time
- Rush orders are available at an additional charge

Additional upgrades are available at an additional cost. See pages 21-23 for upgrades, including cover options, custom cover information, handbook pages, mascot inserts and more!

Quantity	50+	100+	250+	500+	750+	1,000+	1,500+
Price	4.50	3.60	3.40	3.25	3.15	3.05	3.00
Price with March 31st Discount*	4.15	3.25	3.05	2.90	2.80	2.70	2.65
Price with May 31st Discount**	4.25	3.35	3.15	3.00	2.90	2.80	2.75





# ELEMENTARY

## value planners

ORDER CODE: ELEM2V

### Elementary Value Planner (No Custom Features)



# \$2.75 PER PLANNER

(Only on orders over 100 planners)

This price is for 100 or more planners and includes the cover shown. Cover will not have an imprint.

Quantity	25+	50+	100+	250+	500+	1,000+	1,500+
Price	3.90	3.55	2.75	2.75	2.75	2.75	2.75

## DESCRIPTION

- 8.5" x 11" full-color pages (120 pages)
- Free standard full-color front cover on heavy 12 pt stock
- Both front and back covers are laminated for more durability
- Full-color back cover printed on heavy 16 pt stock
- Three-hole drilled and plastic coil bound
- Calendar runs **July 29, 2024 - July 27, 2025**
- Ships in 1-2 business days. Orders placed before May will be shipped in June/July.
- **FREE!** Coordinating resource and reference pages
- One hall pass card printed front and back
- Student activities for every week
- Teacher/Parent comment boxes for communication
- Twenty spaces for spelling words for every week



**GO ONLINE AT [SCHOOLPLANNERS.COM](http://SCHOOLPLANNERS.COM)  
TO VIEW MORE PAGES FROM THE  
ELEMENTARY PLANNER**

**ORDER CODE: ELEM2**

## Elementary School Planner (Custom Features Available)

# JULY/AUG

# 2024

**Know Your Language Arts Words Abbreviation:**  
 A letter or group of letters that stand for a longer word or phrase.

		Mon. Jul. 29	Tues. Jul. 30	Wed. Jul. 31
	Language Arts/Reading			
	Math			
	Science			
	Social Studies			
	Spelling			

--	--	--	--

[illegible]

STATE		THE FACTS	
		<b>ALABAMA</b>	
		Capital: Montgomery The world's first electric trolley system was introduced in Montgomery in 1886.	
		1. _____	
		2. _____	
		3. _____	
		4. _____	
		5. _____	
		6. _____	
		7. _____	
		8. _____	
		9. _____	
		10. _____	
		11. _____	
		12. _____	
		13. _____	
		14. _____	
		15. _____	
		16. _____	
		17. _____	
		18. _____	
19. _____			
20. _____			

# CUSTOM ELEMENTARY PLANNER

- Includes the same features as the Value Elementary Planner
- 50 minimum order
- **Free front cover printed with school name and mascot in black ink on heavy 12 pt stock** - See pages 17-18 for cover designs
- Add any number of custom features including handbook pages with maps and calendars.
- Design your own custom full-color cover
- 15-day shipping time
- Rush orders are available at an additional charge

Additional upgrades are available at an additional cost. See pages 21-23 for upgrades, including cover options, custom cover information, handbook pages, mascot inserts and more!

Quantity	50+	100+	250+	500+	750+	1,000+	1,500+
Price	4.50	3.60	3.40	3.25	3.15	3.05	3.00
Price with March 31st Discount*	4.15	3.25	3.05	2.90	2.80	2.70	2.65
Price with May 31st Discount**	4.25	3.35	3.15	3.00	2.90	2.80	2.75



# MIDDLE SCHOOL

## value planner

ORDER CODE: MIDL1V

8.5"x11" Middle School Value School Planner  
(No Custom Features)



**\$2.75 PER PLANNER**

(Only on orders over 100 planners)

This price is for 100 or more planners and includes the cover shown. Cover will not have an imprint.

Quantity	25+	50+	100+	250+	500+	1,000+	1,500+
Price	3.90	3.55	2.75	2.75	2.75	2.75	2.75

### DESCRIPTION

- 8.5" x 11" full-color pages (120 pages)
- Free standard full-color front cover on heavy 12 pt stock
- Both front and back covers are laminated
- Full-color back cover printed on heavy 16 pt stock
- Three-hole drilled and plastic coil bound
- Calendar runs **July 29, 2024 - July 27, 2025**
- Ships in 1-2 business days. Orders placed before May will be shipped in June/July.
- **FREE!** Coordinating resource and reference pages
- One hall pass card printed front and back
- Student activities for every week
- Notes and comment boxes
- Fun facts on a variety of subjects each week
- Weekly "Think Positive" famous inspirational quote



# MIDDLE SCHOOL

## custom planner

**SAVE 35¢  
PER PLANNER**

If we receive an order on or  
before March 31, 2023

**SAVE 25¢  
PER PLANNER**

If we receive an order on or  
before May 31, 2024

**GO ONLINE AT [SCHOOLPLANNERS.COM](http://SCHOOLPLANNERS.COM)  
TO VIEW MORE PAGES FROM THE  
MIDDLE SCHOOL PLANNER**

**ORDER CODE: MIDL2**

## 8.5"X11" Middle School Custom Planner (Custom Features Available)



## CUSTOM MIDDLE SCHOOL PLANNER

- Includes the same features as the Value Elementary Planner
- 50 minimum order
- **Free front cover printed with school name and mascot in black ink on heavy 12 pt stock** - See pages 17-18 for cover designs
- Add any number of custom features including handbook pages with maps and calendars.
- Design your own custom full-color cover
- 15-day shipping time
- Rush orders are available at an additional charge

Additional upgrades are available at an additional cost. See pages 21-23 for upgrades, including cover options, custom cover information, handbook pages, mascot inserts and more!

Quantity	50+	100+	250+	500+	750+	1,000+	1,500+
Price	4.50	3.60	3.40	3.25	3.15	3.05	3.00
Price with March 31st Discount*	4.15	3.25	3.05	2.90	2.80	2.70	2.65
Price with May 31st Discount**	4.25	3.35	3.15	3.00	2.90	2.80	2.75

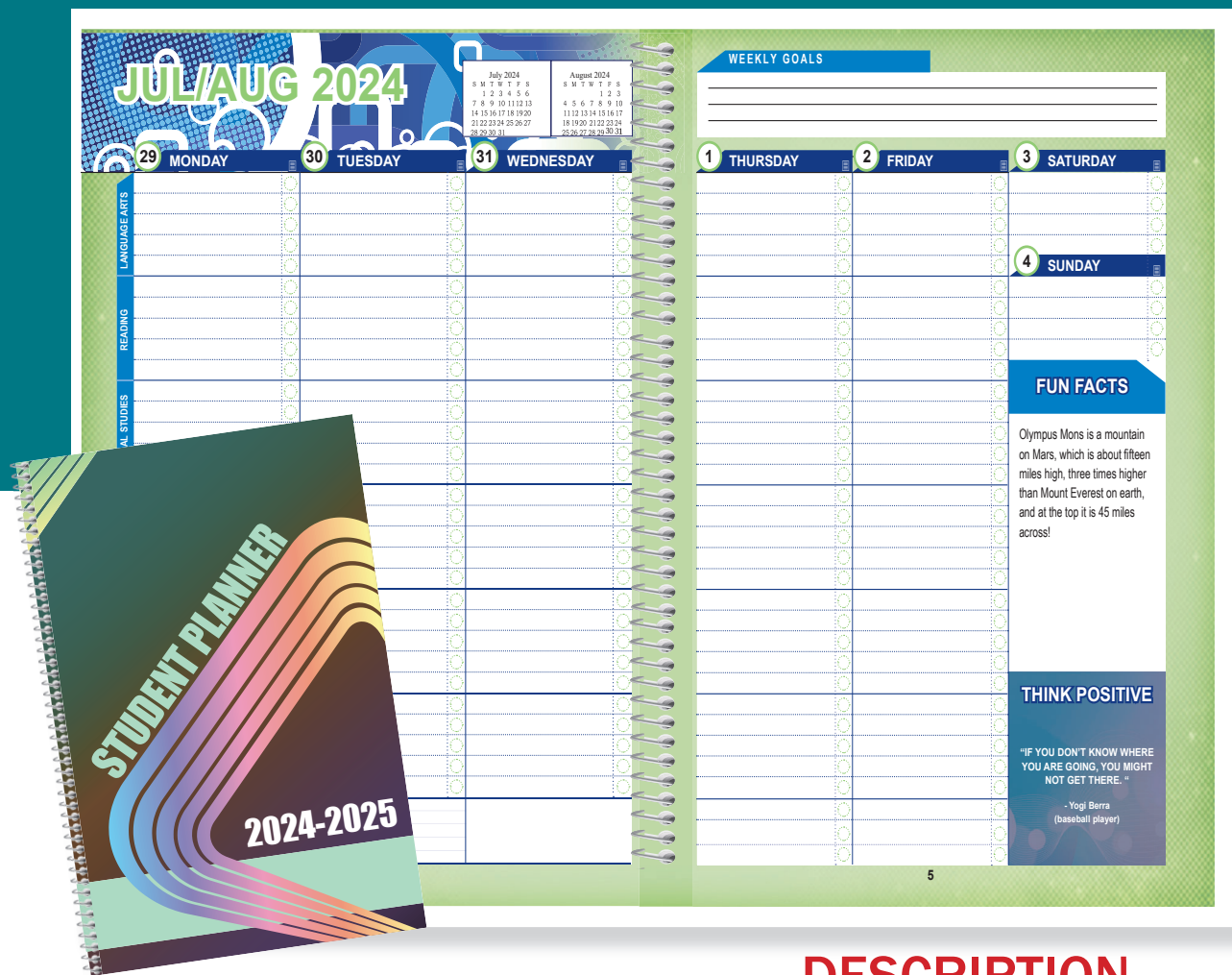


# MIDDLE SCHOOL

## value planner

ORDER CODE: MIDL5V

5.5"x8.5" Middle School Value Planner  
(No Custom Features)



**\$2.50 PER PLANNER**

(Only on orders over 100 planners)

This price is for 100 or more planners and includes the cover shown. Cover will not have an imprint.

Quantity	25+	50+	100+	250+	500+	1,000+	1,500+
Price	3.65	3.30	2.50	2.50	2.50	2.50	2.50

## DESCRIPTION

- 5.5 X 8.5" full-color pages (120 pages)
- Free standard full-color cover on heavy 12 pt stock
- Both front and back covers are laminated
- Full-color back cover printed on 16 pt stock
- Plastic coil bound
- Calendar runs **July 29, 2024 - July 27, 2025**
- Ships in 1-2 days
- **FREE!** Coordinating resource and reference pages
- One free hall pass card, printed front and back
- Student activities for each week
- Notes and comment boxes
- Fun facts on a variety of subjects each week
- Weekly "Think Positive" famous inspirational quote



# MIDDLE SCHOOL

## custom planner

**SAVE 35¢  
PER PLANNER**

If we receive an order on or  
before March 31, 2024

**SAVE 25¢  
PER PLANNER**

If we receive an order on or  
before May 31, 2024

**GO ONLINE AT [SCHOOLPLANNERS.COM](http://SCHOOLPLANNERS.COM)  
TO VIEW MORE PAGES FROM THE  
MIDDLE SCHOOL PLANNER**

**ORDER CODE: MIDL5**

## 5.5"X8.5" Middle School Custom Planner (Custom Features Available)



## CUSTOM MIDDLE SCHOOL PLANNER

- Includes the same features as the Value Middle School Planner
- 50 minimum order
- **Free front cover printed with school name and mascot in black ink on heavy 12 pt stock** - See pages 17-18 for cover designs
- Add any number of custom features including handbook pages with maps and calendars.
- Design your own custom full-color cover
- 30-day shipping time
- Rush orders are available at an additional charge

Additional upgrades are available at an additional cost. See pages 21-23 for upgrades, including cover options, custom cover information, handbook pages, mascot inserts and more!

Quantity	50+	100+	250+	500+	750+	1,000+	1,500+
Price	3.30	3.15	3.05	3.00	2.85	2.80	2.50
Price with March 31st Discount*	2.95	2.80	2.70	2.65	2.50	2.45	2.15
Price with May 31st Discount**	3.05	2.90	2.80	2.75	2.60	2.55	2.25

Order online at [www.schoolplanners.com](http://www.schoolplanners.com) • Call us at 1-800-390-2129 • Fax: 901-853-6196

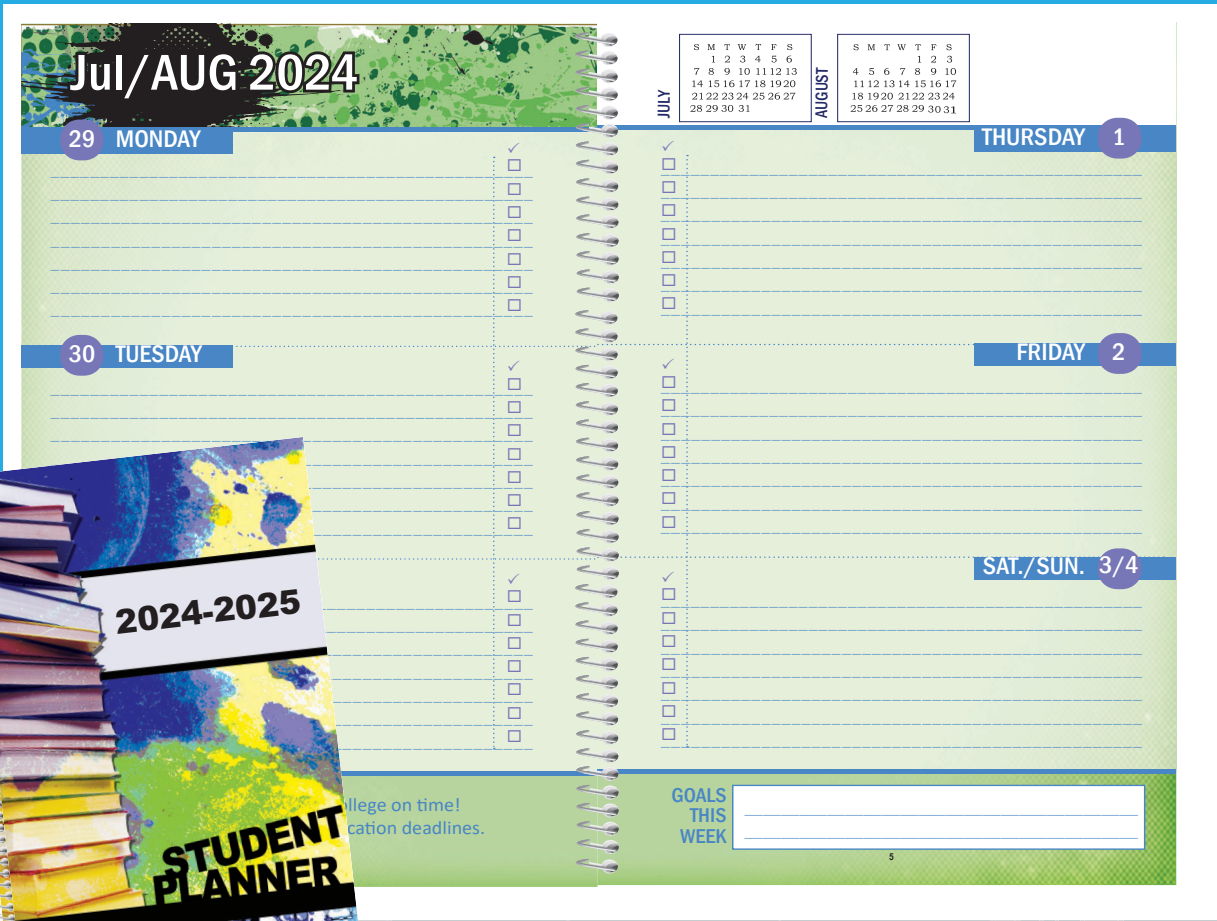


# HIGH SCHOOL

## value planner

ORDER CODE: HIGH1V

5.5"X8.5" High School Value Planner  
(No Custom Features)



**\$2.50 PER PLANNER**

(Only on orders over 100 planners)  
This price is for 100 or more planners and includes the cover shown. Cover will not have an imprint.

Quantity	25+	50+	100+	250+	500+	1,000+	1,500+
Price	3.65	3.30	2.50	2.50	2.50	2.50	2.50

### DESCRIPTION

- 5.5 X 8.5" full-color pages (120 pages)
- Free standard full-color cover on heavy 12 pt stock
- Both front and back covers are laminated
- Full-color back cover printed on 16 pt stock
- Plastic coil bound
- Calendar runs **July 29, 2024 - July 27, 2025**
- Ships in 1-2 days
- **FREE!** Coordinating resource and reference pages
- One free hall pass card, printed front and back
- Student activities for each week
- Notes and comment boxes
- Goals box each week
- Weekly "Prepare for College" tips



# HIGH SCHOOL

## custom planner

**SAVE 35¢  
PER PLANNER**

If we receive an order on or  
before March 31, 2024

**SAVE 25¢  
PER PLANNER**

If we receive an order on or  
before May 31, 2024

**GO ONLINE AT [SCHOOLPLANNERS.COM](http://SCHOOLPLANNERS.COM)  
TO VIEW MORE PAGES FROM THE  
HIGH SCHOOL PLANNER**

**ORDER CODE: HIGH1**

## 5.5"X8.5" High School Custom Planner (Custom Features Available)



## CUSTOM HIGH SCHOOL PLANNER

- Includes the same features as the Value Middle School Planner
- 50 minimum order
- **Free front cover printed with school name and mascot in black ink on heavy 12 pt stock** - See pages 17-18 for cover designs
- Add any number of custom features including handbook pages with maps and calendars.
- Design your own custom full-color cover
- 15-day shipping time
- Rush orders are available at an additional charge

Additional upgrades are available at an additional cost. See pages 21-23 for upgrades, including cover options, custom cover information, handbook pages, mascot inserts and more!

Quantity	50+	100+	250+	500+	750+	1,000+	1,500+
Price	3.30	3.15	3.05	3.00	2.85	2.80	2.50
Price with March 31st Discount*	2.95	2.80	2.70	2.65	2.50	2.45	2.15
Price with May 31st Discount**	3.05	2.90	2.80	2.75	2.60	2.55	2.25

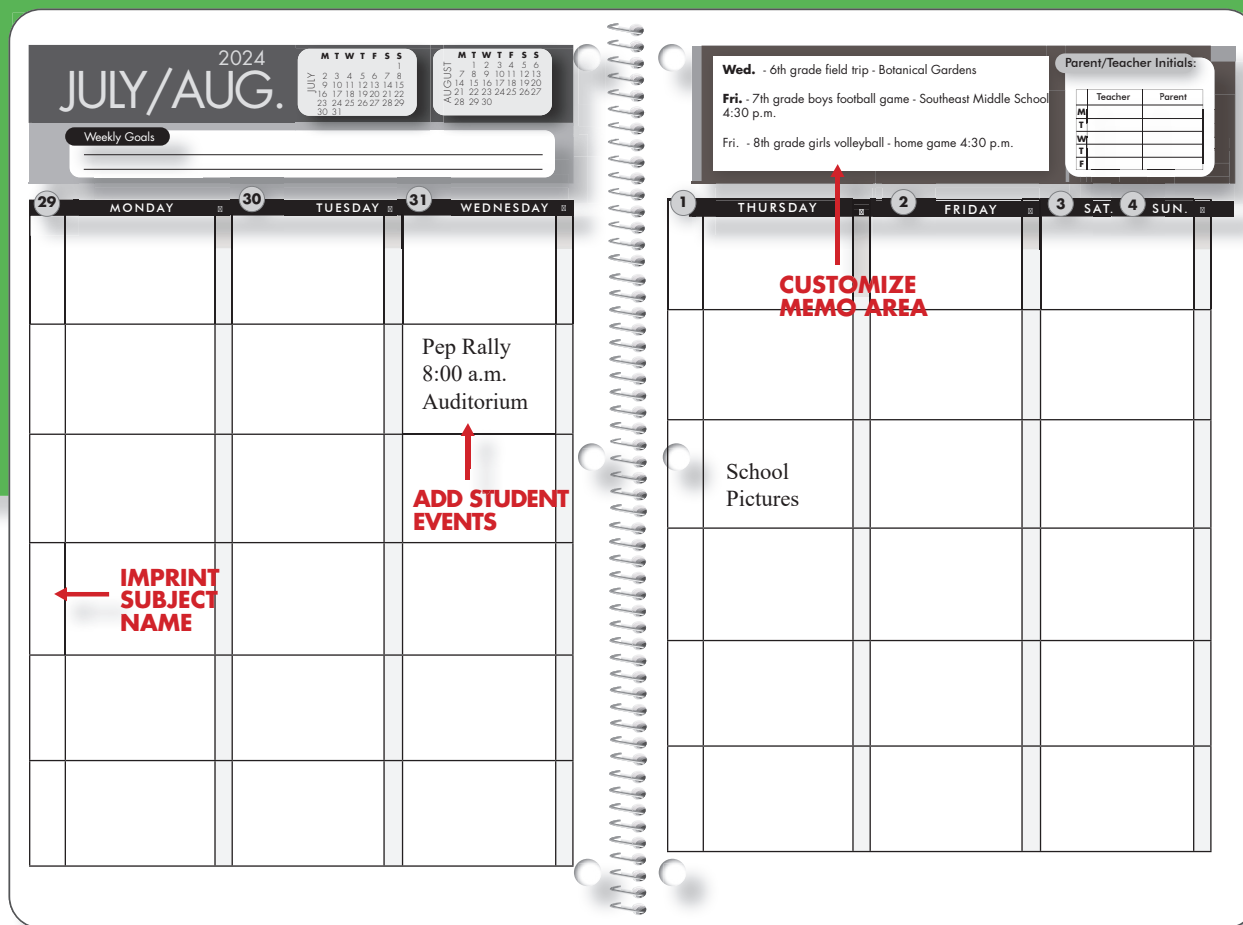
Order online at [www.schoolplanners.com](http://www.schoolplanners.com) • Call us at 1-800-390-2129 • Fax: 901-853-6196

# CUSTOMIZED PLANNERS

PERSONALIZED ONLINE

**ORDER CODE: CUST1**  
(8.5" X 11")

**ORDER CODE: CUST2**  
(5.5" X 8.5")



**CUST1 (8 3/8" X 10 7/8")**

**CUST2 (5 1/2" X 8 1/2")**

**\$3.05**  
PER PLANNER

**\$2.65**  
PER PLANNER

100 minimum order.

	CUST1 (8.5" x 11")	CUST2 (5.5" x 8.5")
	100+	100+
Price	3.05	2.65

## DESCRIPTION

- 8.5" X 11" or 5.5" X 8.5" page size
- Black and white design
- Calendar runs July 29, 2024 - July 27, 2025
- **FREE!** Age-appropriate reference & resource pages
- Plastic coil bound
- **Three-hole drilled only for CUST1, not for CUST2**
- **FREE!** Full-color Standard Planner Cover Designs consist of a 12 point front cover and a 16 point back cover.
- Both covers are laminated on both sides for durability.
- Handbook Pages & Options available (see p. 23-24)
- Featuring a seven-day week, two page black & white design with parent/ teacher initials area, weekly goals and notes area, and column for checking off completed tasks. Customization includes **ONLY** being able to add your subjects, events and memos to the planner, at no extra charge. To customize, go to [www.schoolplanners.com](http://www.schoolplanners.com).



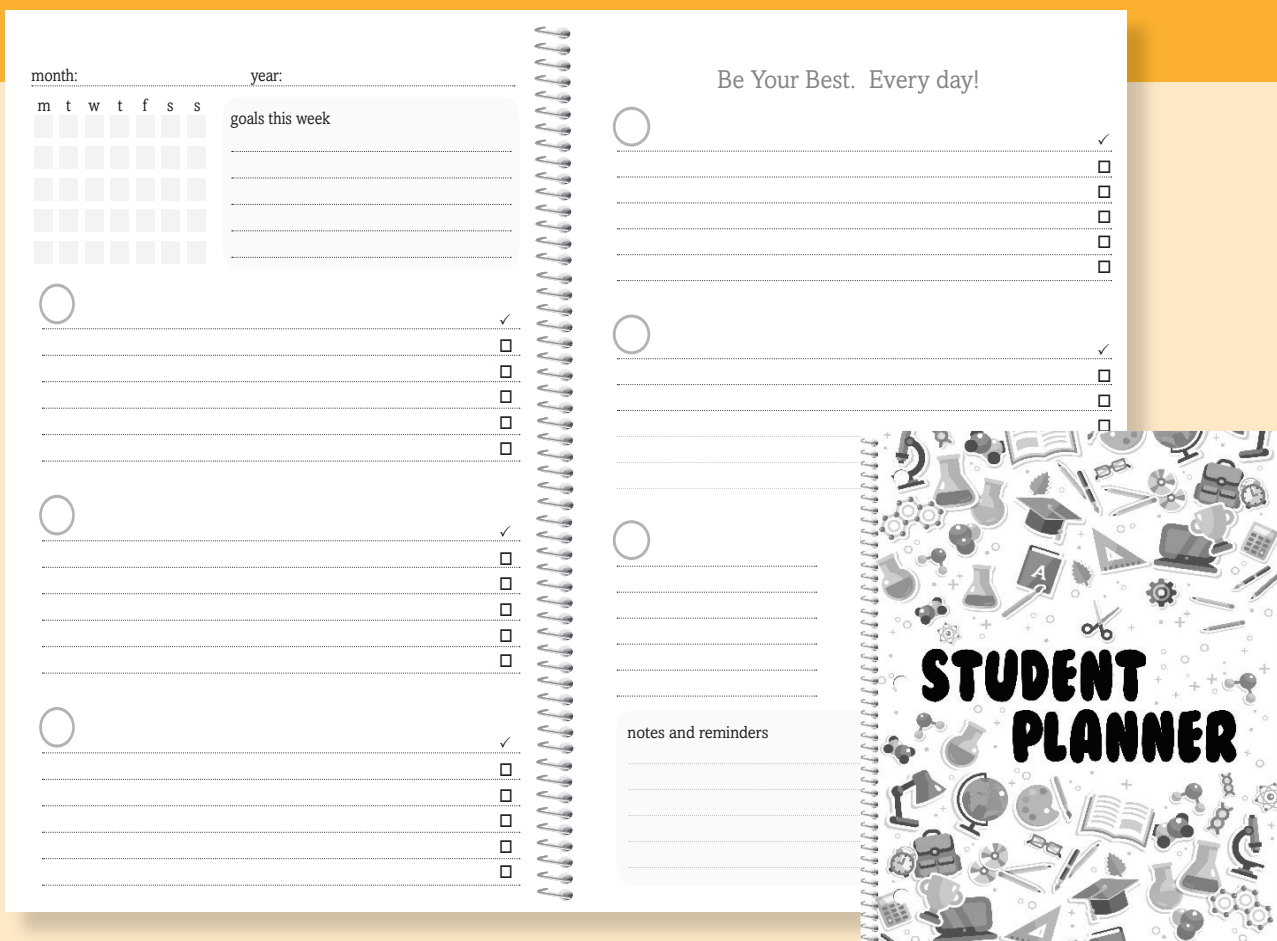
**\$2.80 OR \$2.60  
BUDGET PLANNERS**

On Orders Over 100  
No Custom Features

**ORDER CODE: VBW8**

# BUDGET PLANNER

**Budget Planner  
With or Without Custom Features**



**Minimum order of 25 planners**

Available in 8.5" X 11" and 5.5" X 8.5" sizes

Size	Quantity 25 - 49	Quantity 50 - 99	Quantity 100+
8.5" x 11"	4.25	3.75	2.80
5.5" x 8.5"	3.99	3.50	2.60

## DESCRIPTION

- No custom features.
- No discounts apply.
- Only one black and white cover design with no changes or imprints
- The Budget Cover design consists of a 12 point front cover and a 16 point back cover.
- Both covers are laminated for durability.
- Area for reminders and notes each week.
- Calendar dates are blank to be filled in.

## OPTIONAL UPGRADES

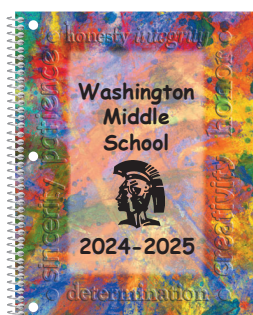
- Handbook pages \$0.04 per page.
- Custom Cover \$0.25 per planner
- Dates pre printed from July 29, 2024 - July 27, 2025 (no charge)

# FREE COVER DESIGNS

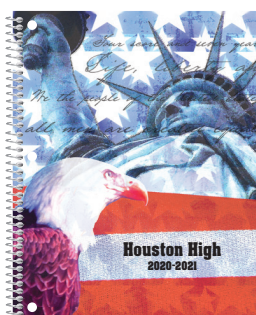
## GET YOUR SCHOOL NAME & LOGO PRINTED ON OUR

Want a cover you can personalize? Look and see if there is a design that may catch your eye. All standard planner covers come with a 12 point front cover and a 16 point back cover. Both covers are laminated for durability.

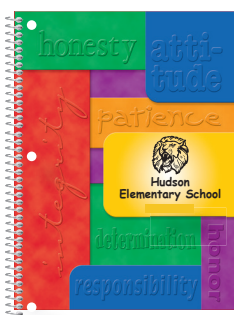
**NOTE:** background colors cannot be changed.



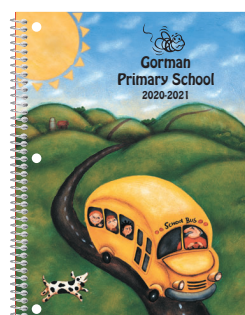
● ● ● #12



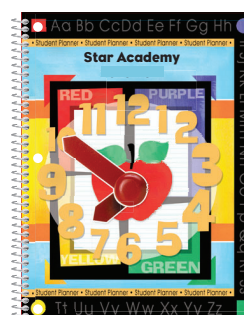
● ● ● #17



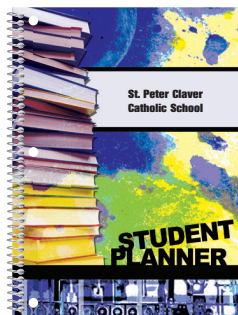
● ● ● ● #19



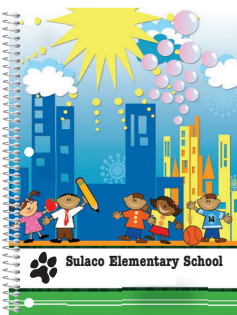
● ● #22



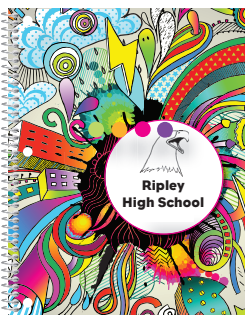
● ● #32



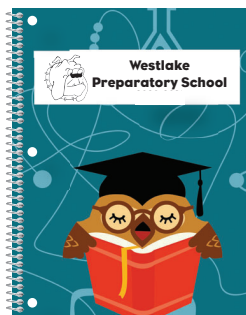
● ● #41



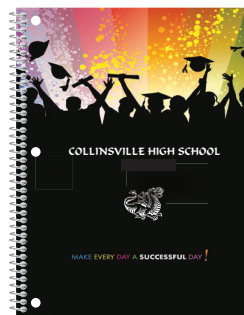
● ● #44



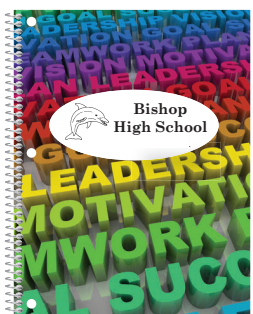
● ● ● #45



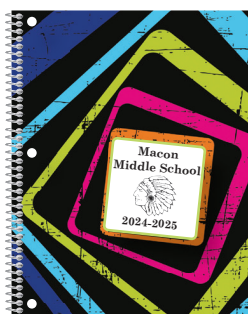
● ● #46



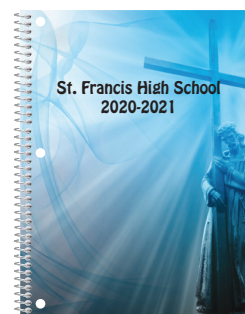
● ● #47



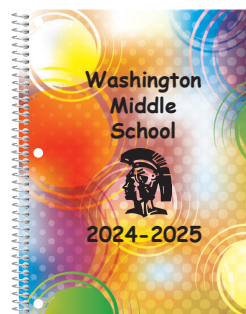
● ● #49



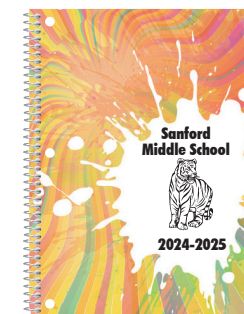
● ● ● #54



● ● #57



● ● ● ● #63

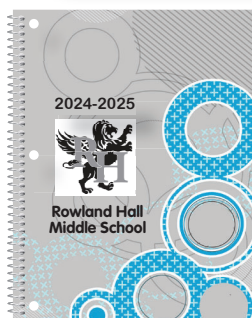


● ● ● ● #65

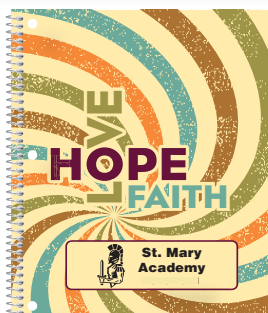
**Note:** All planners are shipped FedEx Ground. Price per planner varies according to the shipping zone your state is located from schoolplanners.com production plant in Tennessee. Please refer to shipping schedule on pg. 27 for the shipping cost to your location.



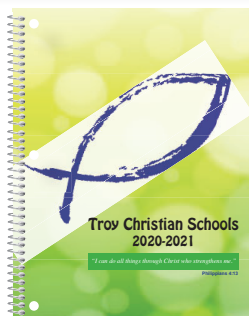
**Personalize your planner cover by adding your school name and mascot in black ink**



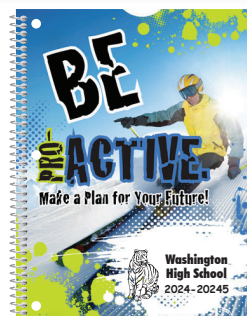
#67



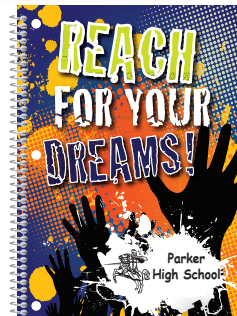
#72



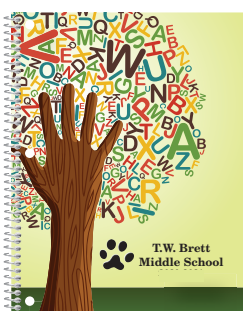
#73



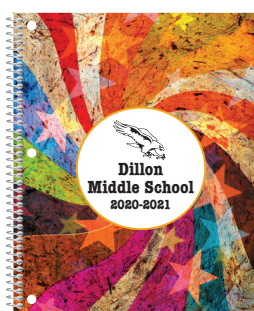
#76



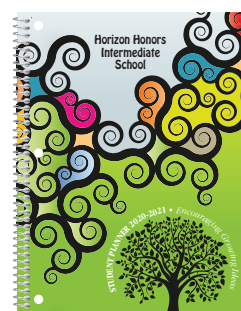
#77



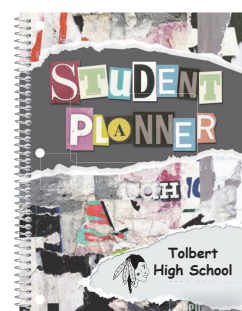
#80



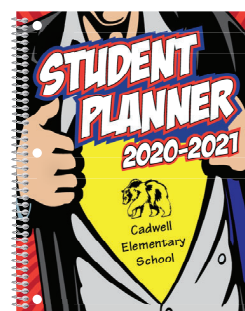
#81



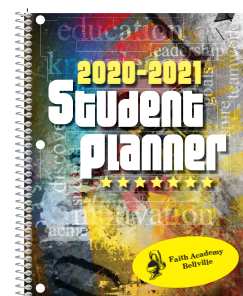
#87



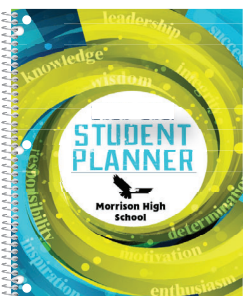
#92



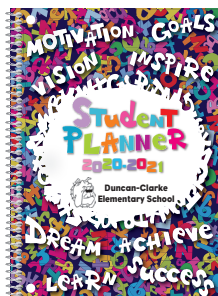
#93



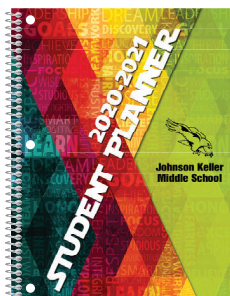
#94



#97



#98



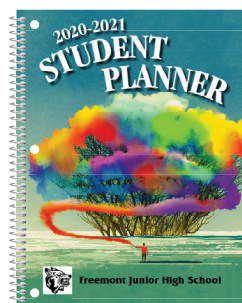
#99



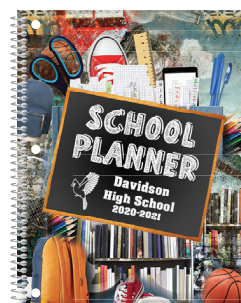
#101



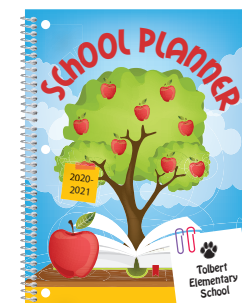
#102



#103



#104



#105



#106

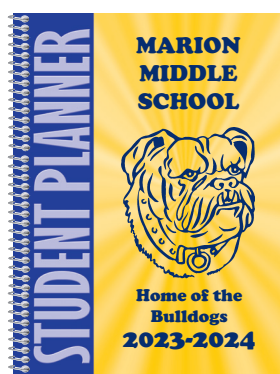
# COVER DESIGNS AND MORE...

## 2-COLOR PLANNER

**ONLY 20¢**  
Per Planner

### SHOW YOUR SCHOOL SPIRIT!

Display your school colors . . . choose the design and two ink colors and we'll change the colors and typesyles.



No. A2 Starburst\*



No. A4 Colored Buttons\*



No. A5 Colored Arrows\*



No. A6 Color Splatter\*

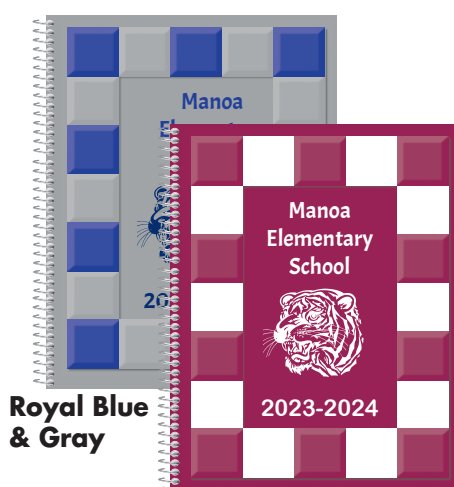


No. A9 Lightbulb\*



Royal Blue  
& Gray

Maroon/White



Royal Blue  
& Gray

Maroon/White



Royal Blue  
& Gray

Maroon/White

\*You must choose two ink colors:  
one for the text/logo and side bar and  
one for the starburst background.

\*You must choose two ink colors:  
one for the text/logo and one for the  
background. Buttons will be printed  
in alternating colors.

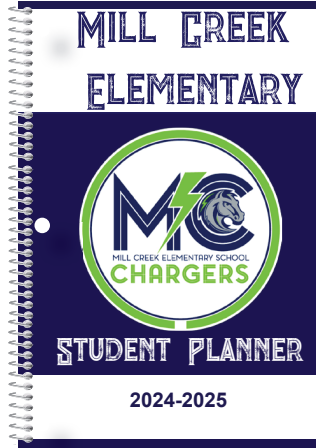
\*You must choose two ink colors:  
one for the name banner and large  
arrow and one for the background  
arrows.

Order online at [www.schoolplanners.com](http://www.schoolplanners.com) • Call us at 1-800-390-2129 • Fax: 901-853-6196



# FULL COLOR CUSTOMER DESIGNED **ONLY 25¢** Per Planner

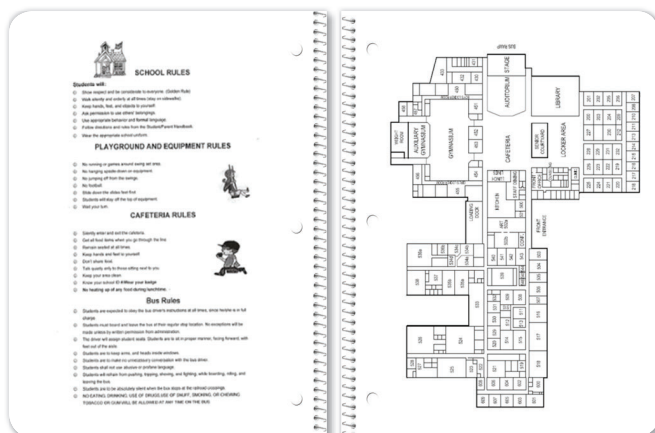
Design your own full-color cover! Include photos or drawings of your school, students, mascot, or school motto. Please read Artwork Submission Guidelines on page 22 before creating and submitting your artwork.



Stock outside of back cover

## Full-Color Back Cover

As a standard feature on all 8.5" x 11" planners, a 16 point back cover and laminated for durability. For those schools who are providing an alternative back cover, please select "omit" on the order form.\*



## Inside Cover Options

You may choose to have information printed on the inside front and/or inside back cover of your school planner to make it more unique.

**\* Inside cover printing is available in black ink: \$75.00 per cover/per order. Inside printing is also available in color: \$75.00 per cover/per order plus an additional 25¢ per planner.**

# PLANNER UPGRADES AND GUIDELINES

## IMPRINT TYPESTYLES

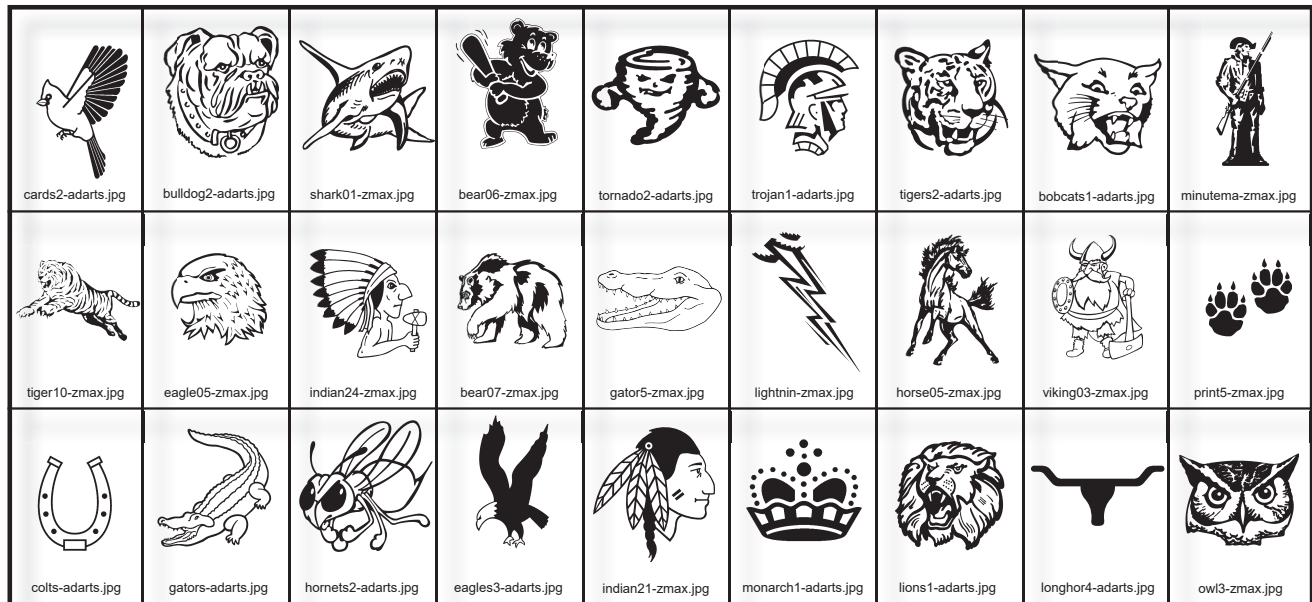
- |                               |                                 |
|-------------------------------|---------------------------------|
| 1 <b>Acme</b>                 | 8 <b>Tekton Bold</b>            |
| 2 <b>Heroic</b>               | 9 <b>Helvetica Bold</b>         |
| 3 <b>Comic Sans Bold</b>      | 10 <b>Spumoni</b>               |
| 4 <b>Hobo</b>                 | 11 <b>Vag Round Bold</b>        |
| 5 <b>Eagle Book</b>           | 12 <b>Cooper Black</b>          |
| 6 <b>New Century Bold</b>     | 13 <b>Futura Bold Condensed</b> |
| 7 <b>Gill Sans Extra Bold</b> | 14 <b>Zapf Chancery Bold</b>    |
| <b>Condensed</b>              | 15 <b>COPPERPLATE BOLD</b>      |
|                               | 16 <b>American Typewriter</b>   |

## INK COLORS



## IMPRINT OPTIONS

**Mascot Logos** are available in colors shown above for your use with our school planners. Select your mascot at [schoolplanners.com/covers/mascots](http://schoolplanners.com/covers/mascots). Simply indicate the file name of the mascot on your order form, or submit a copy of your mascot if you have one. Follow art submission guidelines on page 22.



... AND MORE AT [WWW.SCHOOLPLANNERS.COM](http://WWW.SCHOOLPLANNERS.COM)

## PERSONALIZED STUDENT PLANNER COVERS

**Add each student's name to the cover! (\$50 Setup )**

A new feature we are adding is the ability to add a student's name to one planner (one name per planner.) This will print on the cover, along with the school name and mascot logo, in the font of your choosing! Student names must be submitted in Microsoft Excel format.





## Polyethylene Cover Overlays

Our polyethylene cover is the most durable cover on the market. This heavy plastic overlay will protect any planner throughout the school year.

POLY-L	POLY-M
8.5" X 11"	5.5" X 8.5"
.30 ea	.25 ea



## Correspondence Vinyl

40¢ Per Planner

(only available in 8.5"x 11")

This is a clear vinyl pouch for sending notes or other information between teachers and parents. Our pouch was custom designed specifically for use in our planners. The opening is on the binding side rather than the top, which prevents items from falling out of the pouch. The pouch is made from durable 7.5 mil vinyl.



## Hall Pass

1 FREE with Each Planner  
10¢ Each For Additional

This two-sided card has 60 spaces for hall pass documentation and is printed on heavy manila stock for durability.



## Bookmark Ruler

25¢ Per Planner

This snap-in combination bookmark/ruler has both metric and standard measurements. Its slot-punched design allows it to be easily inserted and removed from the binding of the planner. It is compatible with all size planners.



## Art Submission Guidelines:

We want your school planner to look its absolute best and help you to avoid any delays in production caused by poor or unusable art. The following guidelines will help you get the best reproduction of your art and photographs.

**Custom Covers:** When providing custom cover art, please provide your artwork via email or on disk as a high resolution pdf or a tif file.

**Personalized Covers:** When ordering an imprintable cover, please provide a separate layout sheet with your desired wording. Artwork for stock designs must be black and white line art and may be provided online or as a laser printed hard copy.

### DO SUBMIT

- Camera-ready cover artwork or handbook pages using school planner templates. (see page 24).
- Original artwork, drawings or photos – black & white or color.
- Uploaded files and scanned images must be a minimum resolution of 300 dpi. Please do not include images from web sites, which are usually 72 dpi and reproduce very poorly in print.
- Black & white laser prints for line art only (not acceptable for grayscale art or photographs).

### What Exactly is Line Art?

Line art refers to graphics (or) text composed of black against a white background. Line art cannot contain any shades of gray.



LINE ART



GRAYSCALE

### DO NOT SUBMIT

- Inkjet or laser printouts of photos or grayscale graphics. We will get much better results using your original file.
- Photocopies of photos or graphics.
- Pencil or crayon drawings.
- Artwork attached with paper clips, staples, or tape, which can damage art.
- Artwork that is out of proportion. Templates can be found at [www.schoolplanners.com](http://www.schoolplanners.com).
- Negatives, transparencies or art larger than 8.5" x 11".
- Native files such as Word, Quark, Pagemaker or Publisher. We may not be able to open your files, resulting in production delays.

# HANDBOOK PAGES AND TEMPLATES

## HANDBOOK PAGES

## CUSTOMIZE YOUR PLANNER WITH HANDBOOK PAGES

Include pages such as handbook information, school policies, school maps, schedules and more. These pages are included at the front of your planner.

Pages are printed as submitted; please be sure to proof pages before submitting your order.

HANDBOOK PAGES	
8.5" x 11"	5.5" x 8.5"
.04 per page per planner	.03 per page per planner

**NO FAXES PLEASE!**

**Handbook pages can be submitted with your order form or emailed to [info@schoolplanners.com](mailto:info@schoolplanners.com) as PDF or Microsoft Word files.**

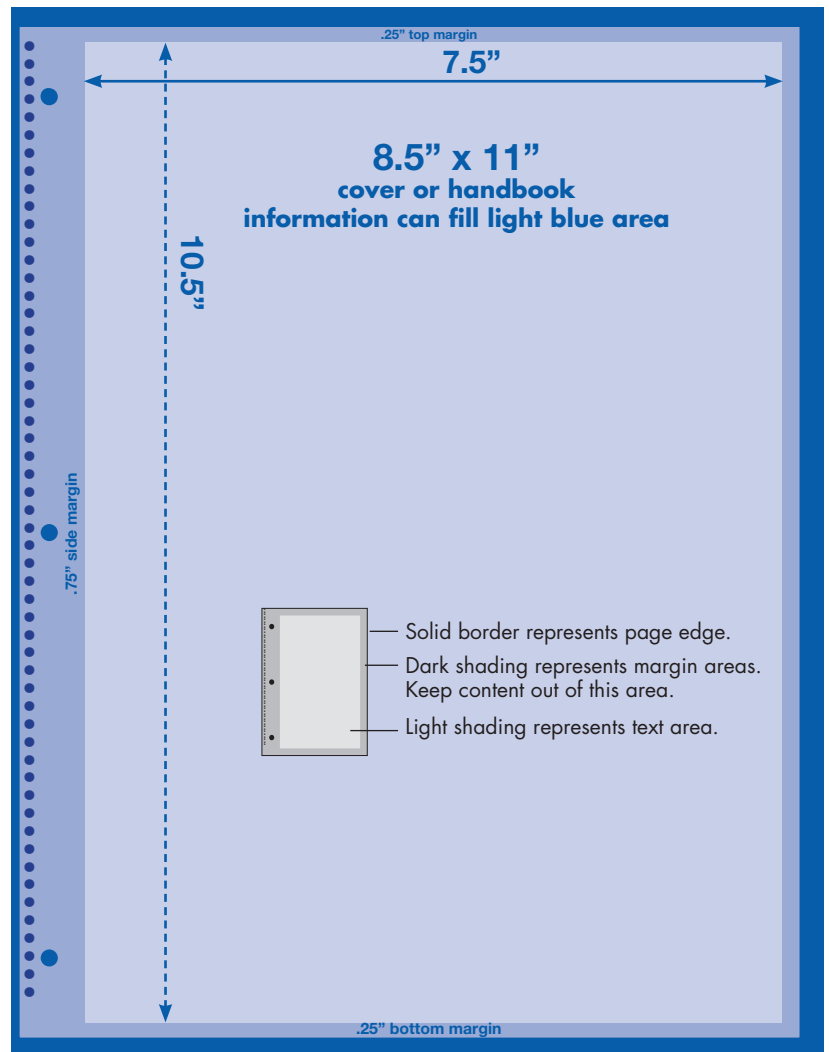
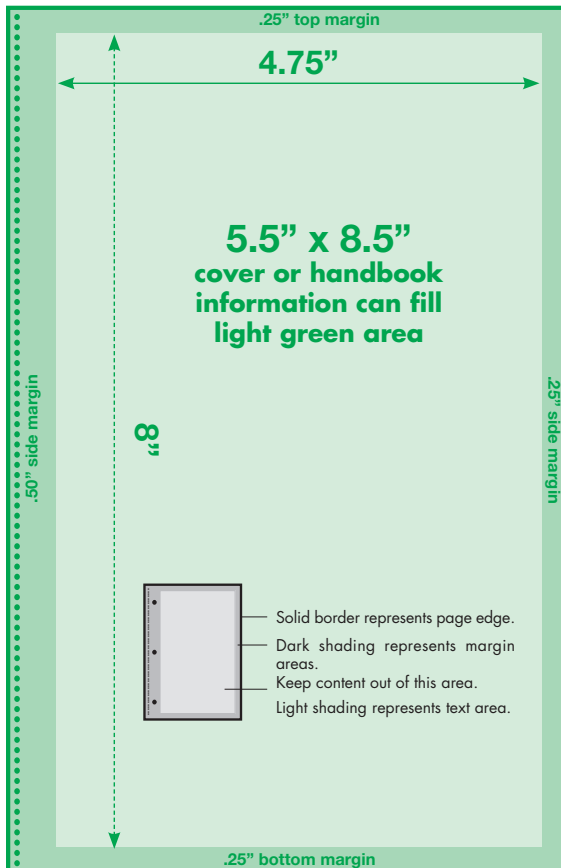
## ELECTRONIC HANDBOOK PAGE SUBMISSION

- We like to receive PDF files; that way, you are guaranteed that there are no page or margin shifts.
- Use only Helvetica, Times or Arial fonts in your Microsoft Word template if you do not have the ability to send your handbook pages as a PDF.
- We cannot use Publisher, PowerPoint or Works files.
- Convert artwork and photographs to grayscale.
- You should proof your material several times before sending to schoolplanners.com. There will be extra charges if we have to make changes and it can also delay production time.
- **Email all finished handbook pages to: [info@schoolplanners.com](mailto:info@schoolplanners.com). Make sure that all emails are identified clearly with your school name, city and state. We will always confirm receipt of all emailed handbook pages. If you do not receive the confirmation, please call 1-800-390-2129 to check and see if the material was received. Please do not fax copy due to quality and page layout.**
- Orders with handbook pages are not processed until all material is received.



# TEMPLATES AND GUIDELINES

Follow the appropriate template for the planner size you have selected to create a polished Customer Designed Cover and Custom Handbook Pages.



## Guidelines:

- Handbook/school policy pages are priced by the section.
  - Handbook pages must be submitted as camera-ready hard copy mailed with your order form – or in a PDF file emailed to [info@schoolplanners.com](mailto:info@schoolplanners.com)
  - All text must be contained within the light shaded area to keep it centered and safe from the punches. Pages will be printed as submitted, so check carefully before submitting.
  - For covers, background art may extend all the way to the edge of the page; all text must be contained within the light shaded area.
  - Please review **Art Submission Guidelines\*** on page 22 before finalizing your order.
- \*Questionable art may delay your production time.
- If you need assistance, please feel free to contact us by email at [info@schoolplanners.com](mailto:info@schoolplanners.com) or call toll-free 1-800-390-2129.**

## ORDERING AND PAYMENT

# ORDERING & PAYMENT

**Ordering:** We ask that you double check to make sure the schoolplanners.com order form is complete before you submit your order either by mail or online. An incomplete order form will delay the order. If you have questions, please call our office for assistance at 1-800-390-2129. Not only does your order form have to be complete, but all of your material, mascot, handbook pages, etc. should arrive together. We cannot accept fax photos or copy that is hard to read.

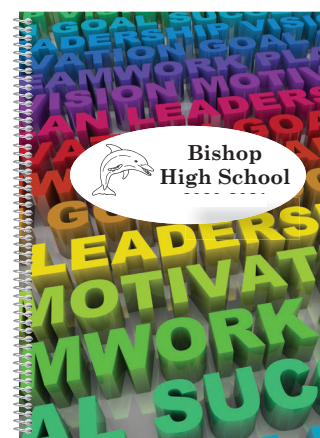
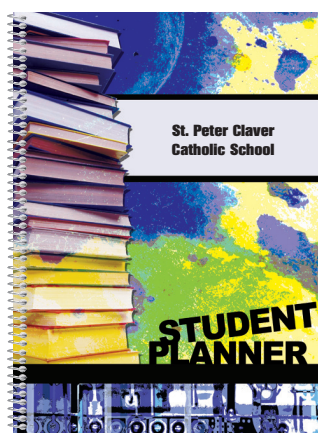
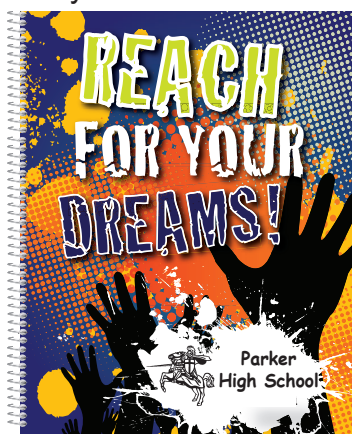
The order form is the most important paper that you complete in that it is a map to what you want in your planner order and, if not correct, will cause delays and mistakes in your order.

Once the order form is received or the order is placed online, the order processing department will process your order and an order acknowledgment will be emailed to you to check for accuracy and pricing. Be sure the email is one that will be checked frequently during the summer months. While we do accept Purchase Orders, please keep in mind that the pricing on the order form or listed online supercedes any pricing listed on the Purchase Order. It is the responsibility of the customer to make any necessary changes to the Purchase Order once the order acknowledgment is received and verified. At that point, a new Purchase Order is required.

Orders are invoiced the day they are completed and shipped. Terms are 30 days net from ship date. All accounts past 30 days will be charged 1.5% interest per month (18% annum) or the maximum allowed by law. We reserve the right to require prepayment.

If an order is cancelled, the customer will be liable for any actual costs in preparation or production of the order.

All prices are based on US currency. Customer warrants that the releases have been obtained to reproduce any copyrighted or trademarked material submitted with the order. If the customer furnished any copyrighted material, the customer shall defend against class suits, costs, damages, judgements, attorney fees.



**visit [www.schoolplanners.com](http://www.schoolplanners.com)**

# ORDER ONLINE

IT'S EASY TO ORDER ONLINE, GO TO [WWW.SCHOOLPLANNERS.COM](http://WWW.SCHOOLPLANNERS.COM)

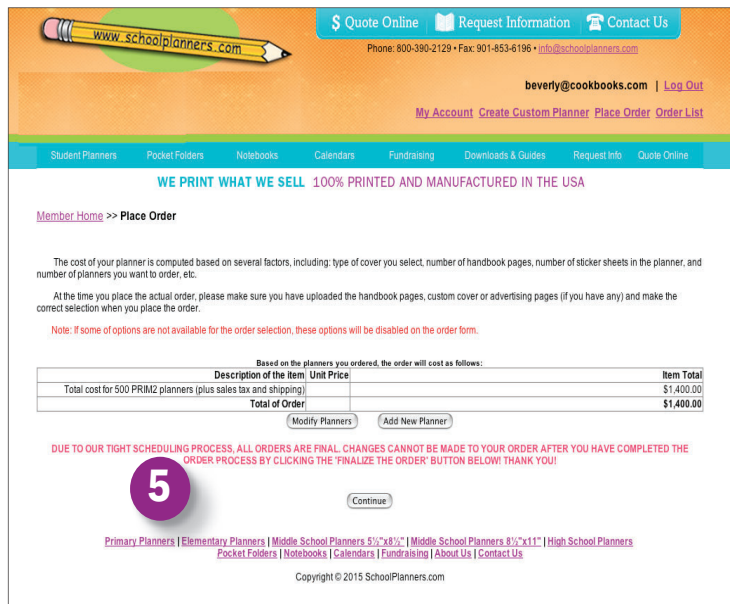
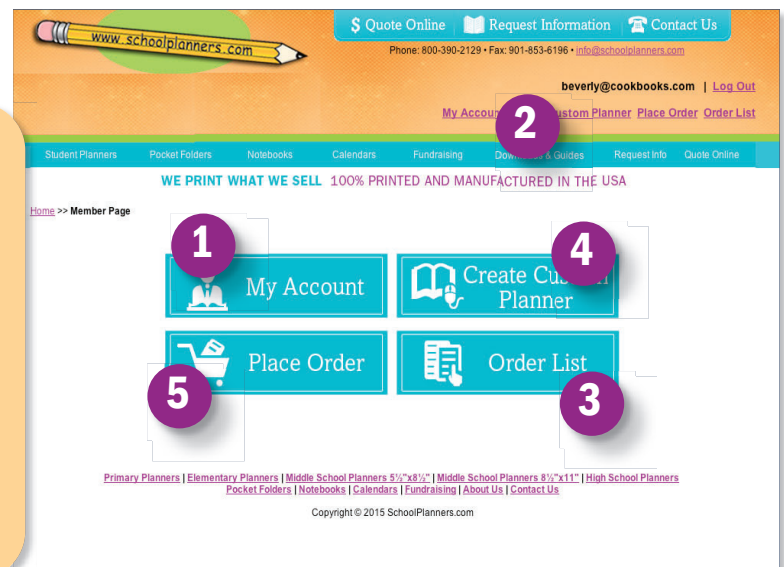
## Signing up for a free online account is easy!

Just enter your e-mail address and a password of your choice to log on.

After logging in to the Member's Page, you can select from five options:

**1 Account Information:** This area allows you to modify information such as school name, contact phone number, e-mail address, password, and other options.

**2 Download Center:** In this area, you will download cover templates, School Planner or Fundraising Cookbook order forms, School Planner or Fundraising








**3 Library:** Use this area to view a listing of the files you have uploaded to your account. The files can be reviewed on the screen as submitted and printed.

**4 Customization Center:** This area is used when ordering item CUST1 or CUST2, the customizable planner. You can enter six class subjects for each day, enter events on specific dates, and enter information to be placed in the memo area. Then just preview the planner as it will look in its final form; you can also print a sample to your own printer.

**5 Order Center:** Select this option to place your order. You can see a summary of the items, quantities, and options in your order, as well as enter billing and shipping information. When you have verified that everything is correct, select "Finalize the Order" and schoolplanners.com will



## SHIPPING COSTS (FedEx Ground)

	75¢ per book - 5 days		70¢ per book - 4 days		65¢ per book - 3 days
	55¢ per book - 2 days		Shipping charges will be determined at time of purchase.		



## Shipping:

## PRODUCTION TIME

**Production time starts after your order is received in our plant. Production time on value planners is 3 to 5 business days. Normal production on custom orders is 15 business days. If the 15% rush fee is added, the ship time is 5-7 business days. Planners do not begin shipping until June 20th.**

**Orders received after July 1st may require additional production time due to our heavy production time.**

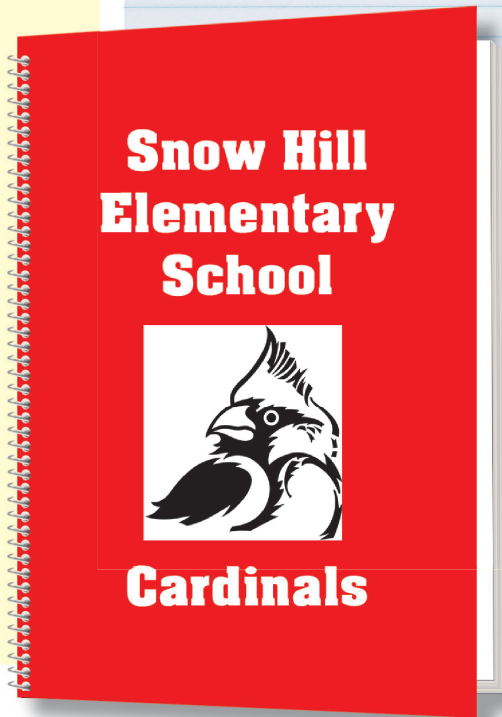
**All orders within the continental 48 states are shipped by FedEx Ground or truck from our plant in Collierville, Tennessee. Alaska and Hawaii orders will be shipped USPS Priority Flat Rate and priced accordingly. If the planners are returned due to no one being available for delivery or the school being closed, the additional cost to reship the order is the responsibility of the customer.**

Planners cannot be returned to our plant for any reason. Defective books not due to shipping damage must be reported to [schoolplanners.com](http://schoolplanners.com) within 90 days of the ship date. We reserve the right to repair, replace or credit defective books.

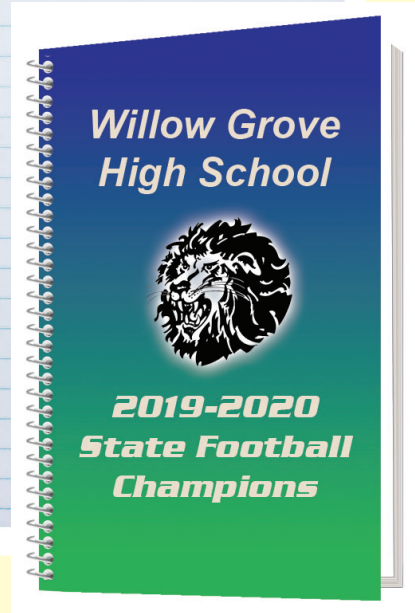
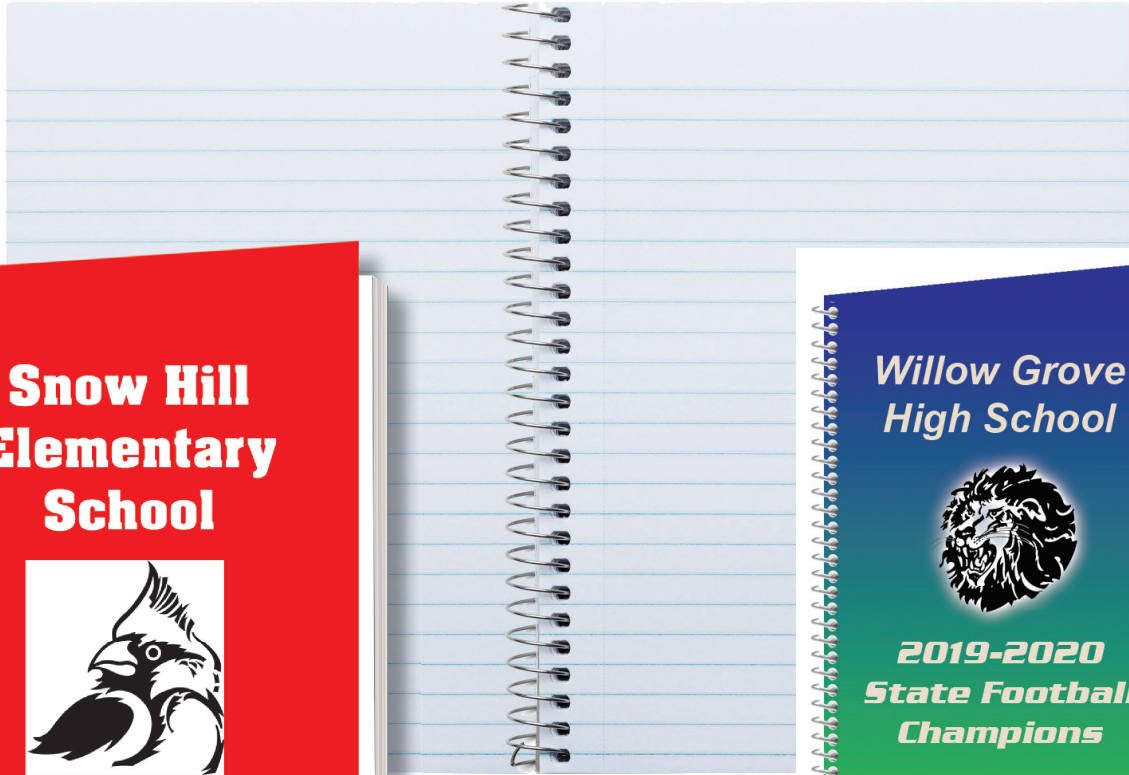
**Customers will receive a free digital proof copy upon request. Proofs are not sent for camera ready copy. The proof must be approved within 3 business days or the order will be released to the plant.**

**Schoolplanners.com is not responsible for delays in shipping or receipt of order due to strikes, storage, seasonal demand or any other reason that is out of our control.**

# NOTEBOOKS



8.5" x 11"



5.5" x 8.5"

## DESCRIPTION

- ◆ Two finished sizes: 8.5" x 11" or 5.5" x 8.5"
- ◆ Cover stock is 12 pt. C1S, laminated on front
- ◆ Notebook pages printed on 50 lb. offset
- ◆ School imprint on front cover
- ◆ 48 total sheets or 96 total pages
- ◆ Plastic coil binding
- ◆ 3-hole punched for 8.5" x 11" only
- ◆ .026 blank chipboard for back cover
- ◆ Custom Made in USA

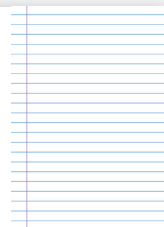
## Upgrades & Options

- ◆ Additional sheets (in sets of 4 only) - 2¢ per set
- ◆ Upgrade to 96 total sheets or 192 pages
  - (+ 92¢ ea. for 8½" x 11")
  - (+ 60¢ ea. for 5½" x 8½")

## STANDARD NOTEBOOK PRICING

	100	250	500	1,000
8½" x 11"	5.10	3.20	2.55	2.25
5½" X 8½"	4.50	2.61	1.99	1.69

Blank or  
Ruled  
Paper for  
Inside  
Pages



# YEARBOOKS



## YEARBOOKS

InstantPublisher.com can print your yearbook with a variety of customized options to give you the exact, unique look that your school deserves. Only pick the options you want, no hidden fees. Submit your camera ready interior pages in a single PDF file, along with a file for the front and back covers. Order your school yearbooks from InstantPublisher.com and save your



## YEARBOOK OPTIONS...

- 25 minimum order
- 8½" x 11" pages
- Hardback or Softback
- Color and Black & White printing
- Easy File Setup
- Fast Turnaround
- Bookstore Quality Books
- Live Customer Support
- Complete Control of Your Work

## CUSTOM QUOTES

**Only pay for what you need!**

Example quote...

**Yearbook orders are custom quoted per order. Quotes are based on your personal specs.**

**Pricing is based on total number of pages, number of copies being ordered and binding style.**

### **Example Pricing:**

- **100 copies of Perfect bound yearbooks start at \$5.00 each.**
- **100 copies of Hardback yearbooks start at \$11.00 each.**



## Custom Printing Services

---

Schoolplanners.com is part of a large print group that specializes in high quality, fast turnaround of short, medium and long run reports, newsletters, instruction manuals and all types of books, product catalogs and year-end annual reports.

*For questions, or if you have different specs you would like quoted, please call.*



### Print Services we offer

- ◆ Full service or a la carte printing
- ◆ (only purchase what you need)
- ◆ 7 Binding Styles (including hardback & paperback)
- ◆ Easy File Setup
- ◆ Fast Turnaround
- ◆ Bookstore Quality Books
- ◆ Live Customer Support
- ◆ No set-up or hidden fees!
- ◆ Complete Control of Your Work
- ◆ Custom Design & Illustration Service
- ◆ Custom Made in USA

## Don't See it Listed?

### Call for a custom quote on any print job

Schoolplanners.com has the capability to create just about any paper printed product you can think of with optional mailing services. Schoolplanners.com utilizes both digital and offset printing for both short and long run print projects.

### YOU THINK OF IT, WE CAN PRINT IT!

---

- |                          |                   |                      |                       |
|--------------------------|-------------------|----------------------|-----------------------|
| ◆ Variable Data Printing | ◆ Table Tents     | ◆ Invitations        | ◆ Graphic Design      |
| ◆ Corporate Reports      | ◆ Shrink Wrapping | ◆ Postcards          | ◆ Custom Illustration |
| ◆ Annual Reports         | ◆ Packaging       | ◆ Rack Cards         | ◆ Layout              |
| ◆ School Yearbooks       | ◆ Business Cards  | ◆ Labels             | ◆ Typesetting         |
| ◆ Product Manuals        | ◆ Tickets         | ◆ Stickers           | ◆ Scanning            |
| ◆ Magazines              | ◆ Programs        | ◆ ... and much more! | ◆ Proofreading        |
| ◆ Catalogs               | ◆ Custom Pieces   |                      | ◆ ISBN & Barcodes     |
| ◆ Flyers                 | ◆ Advertising     |                      | ◆ Copyright           |
| ◆ Brochures              | ◆ Marketing Kits  |                      | ◆ Web Design          |
| ◆ Posters                | ◆ Bookmarks       |                      | ◆ ... and much more!  |

# ORDER FORM:



SchoolPlanners.com, Inc. • P.O. Box 340 Collierville, TN 38027 • www.schoolplanners.com • info@schoolplanners.com • P: 800-390-2129 • F: 901-

**IMPORTANT:** As our production and shipment of your planners often occur during summer months, we must have a contact person we can communicate with in case of questions regarding your order. All orders are shipped upon completion.

## SHIPPING ADDRESS

Contact Name \_\_\_\_\_

School Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Requested Ship Date \_\_\_\_\_

## BILLING ADDRESS NOTE: Complete if different from shipping address

Contact Name \_\_\_\_\_

School Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## BILLING INFORMATION

☐ Purchase Order Attached

☐ Check Enclosed

☐ VISA

☐ MasterCard

Cardholder (print name) \_\_\_\_\_ Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

## PLANNERS

	Order Code	Page Number	Quantity	Unit Price	Item Total
Primary School Planners	<input type="checkbox"/> PRIM2V <input type="checkbox"/> PRIM2	3-4			
Elementary School Planners	<input type="checkbox"/> ELEM2V <input type="checkbox"/> ELEM2	5-6			
Middle School Planners (8.5" x 11")	<input type="checkbox"/> MIDL1V <input type="checkbox"/> MIDL1	7-8			
Middle School Planners (5.5" x 8.5")	<input type="checkbox"/> MIDL5V <input type="checkbox"/> MIDL5	9-10			
High School Planners	<input type="checkbox"/> HIGH1V <input type="checkbox"/> HIGH1	11-12			
Budget Planners	<input type="checkbox"/> VBW8 <input type="checkbox"/> VBW5	16			
Custom Online Planners	<input type="checkbox"/> CUST1 <input type="checkbox"/> CUST2	14			

## COVERS

COVERS (Select One Cover Style)	Page	Quantity	Unit Price	Item Total
Standard Cover	17-18		Free	
<input type="checkbox"/> Black Imprint Only ***Imprinting is only available in black ink Cover Design _____ Typestyle (see pg 21) _____ Mascot File Name (see pg 21) _____ or Art provided: <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Hard Copy Attached Wordings: _____ _____				

COVERS (Select One Cover Style)	Page	Quantity	Unit Price	Item Total
<input type="checkbox"/> Customer-Designed Full-Color Cover Please review art submission guidelines on page 22 and templates on page 24. *** Customer-Designed Covers not submitted online or as hard-copy, or requiring size or layout modifications, will be billed a \$30.00 Designer charge.  Art provided: <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Hard Copy Attached File Name/Format _____	20		x \$0.25	
<input type="checkbox"/> 2-Color Cover  ***You must choose two ink colors Cover Design _____ Typestyle (see pg 21) _____ Mascot File Name (see pg 21) _____ or Art provided: <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Hard Copy Attached Ink Color: Wording /Mascot _____ Ink Color: Background _____	19		x \$0.25	

HANDBOOK PAGES

	PAGE	QUANTITY	
8.5" x 11"	23	ITEM TOTAL	
5.5" x 8.5"	23	Total # of Handbook Pages _____ x 4¢ per page	

ADDITIONAL UPGRADES

	PAGE	QUANTITY	UNIT PRICE
Polyethylene Overlay Cover <input type="checkbox"/> POLY-L (8.5 " x 11") <input type="checkbox"/> POLY-M (5.5" x 8.5")	22	ITEM TOTAL	
B&W Printing <input type="checkbox"/> Inside Front <input type="checkbox"/> Inside Back <input type="checkbox"/> Outside Back	20		
Color Printing <input type="checkbox"/> Inside Front <input type="checkbox"/> Inside Back <input type="checkbox"/> Outside Back	20		
Standard Back Cover <input type="checkbox"/> Omit	20		
Correspondence Vinyl Pouch	22		
Sticker Sheets	22		
Hall Pass Cards	22		
Bookmark Ruler	22		
Personalized Student Names on Cover  Student's names must be submitted in Microsoft Excel format with each student's name in its own field.	21		

TERM AGREEMENT: Orders with a school purchase order or approved credit will be billed on the day of shipment. Payment is due 30 days from ship date. Freight is prepaid and billed at actual rates. Must have an actual purchase order on file-not just the number. Order will ship via FedEx, or truck line. The product is dated; therefore, no returns will be accepted. In case of freight damage, we reserve the right to make replacement or refund for the damaged goods. A 1.5% finance charge per month will be added to all unpaid past due accounts over 30 days. If collection agency and/or attorney fees are required to collect past due accounts, the customer is liable for all such fees. I accept these terms and conditions. We do not accept purchase orders without a completed order form. These terms supercede any terms and conditions of a purchase order or written bid. Ship dates are based on the day the order is received and due to heavy seasonal demand, requested ship dates may not be possible. All dates are estimates. Early order discount may not be used with other offers or discounts or on reorders received after the deadline. Supplies are limited. We reserve the right to substitute Generic covers if inventory is depleted.

Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

ORDERS CANNOT BE PROCESSED WITHOUT A SIGNATURE

SUBTOTAL

TN orders add 9.75% sales tax or attach tax exempt certificate

Shipping (billed at actual rates)

All planners are shipped FedEx Ground. Price per planner varies according to the shipping zone your state is located from schoolplanners.com production plant in Tennessee. Please refer to shipping schedule on pg. 27 for the shipping cost to your location.

TOTAL

☐ Rush Production

Less than 20 business days, add 15% \$75.00 minium otherwise normal production applies to every planner except Value planner.



SchoolPlanners.com  
P. O. Box 340  
Collierville, TN 38027

PRST STD  
U.S. Postage  
**PAID**  
Collierville, TN  
Permit No. 59

# School Planners... It's What We Do!

Our planners are full-color, educator designed at the lowest price to make it easy for you to make your students successful in the upcoming school year. We have new cover designs and new interior pages that are simple and easy-to-use.



*The Nation's Most Trusted Publisher of School Planners*



Go to [www.schoolplanners.com](http://www.schoolplanners.com)  
info@schoolplanners.com or contact us at:

**Call: 1.800.390.2129**

**Fax: 901.853.6196**

**FREE PLANNER QUOTES ONLINE!**