# ZOZĄ – ZOZ5 SCHOOL - ELEMENTARY SCHOOL - MICH SCHOOL - EUSTOM PLANNERS

#### **CUSTOM PLANNERS PLANNERS** Pop Rally & 00 a.m. Auditorium 1 77777777777777777777777777777 ADD STU (ASS) Hudson NOTEBOOKS YEARBOO Marion Catholic Snow Hill Willow Grove and the Order of the Inise High School Elementary School K State Football Cardinals Champions S

<u>www.schoolplanners.com</u>

# **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. 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.

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# 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

STUDENT DROP-OFF/PICK-UP PROCEDURES





#### **ORDER CODE: PRIM2V**

#### **Primary Value Planner** (No Custom Features)



# 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







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

> GO ONLINE AT 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 <u>Value</u> Planner (No Custom Features)

		Mon. Jul. 29	Tues. Jul. 30	Wed. Jul. 31
	Language Arts/			
	Reading			
	Math			
	Science			
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# \$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

## ELEMENTARY custom planners





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

GO ONLINE AT SCHOOLPLANNERS.COM TO VIEW MORE PAGES FROM THE Elementary planner

#### **ORDER CODE: ELEM2**

#### Elementary School Planner (Custom Features Available)

	JULY	/AU	G 🖣	2024	WordsAbbr A letter o	Your Language Arts breviation: or group of letters that or a longer word or phrase.			
	$\Rightarrow$	Mon.	Jul. 29	Tues.	Jul. 30	Wed.	Jul. 31		
Lo F	anguage Arts/ Reading								
	Math								
:	Science								
	Social Studies								
S	pelling								
ent Initials	Teacher Initials	Parent Initials	Teacher Initials	Parent Initials	Teacher Initials	Parent Initials	Teacher Initials		

JUL/AUG 2024	PARENT/TEACHER COMMENTS	Spelling Words
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25 26 27 28 29 30 31		3
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		18.
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	-	19
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		STATE THE FACTS
	-	
	-	Capital: Montgomery
		The world's first electric trolley system
		Taccioos Law Marine was introduced in
		Montgomery in 1886.
		ALABAMA
		to
Parent Initials Teacher Initials	Parent Initials Teacher Initials	~2

#### **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



ORDER CODE: MIDL1V

#### 8.5"x11" Middle School <u>Value</u> 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







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

GO ONLINE AT SCHOOLPLANNERS.COM To view more pages from the Middle school planner

#### **ORDER CODE: MIDL2**

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

thatan are	JG 202	5 M T W 1 2 3 7 8 9 10 14 15 16 17	11 12 13 4 5 6 7 8 9 10 8 19 20 11 12 13 14 15 16 17			
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#### **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



#### 5.5"x8.5" Middle School <u>Value</u> Planner (No Custom Features)

#### ORDER CODE: MIDL5V

JUL/AUG 202	July 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 1920	August 2024 S M T W T P S 1 2 3 4 5 6 7 8 9 10 11121214151617		
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	0		0	NOT GET THERE. "
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2024-201			0	
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# \$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 stcok
- 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



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



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

GO ONLINE AT 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)

JULA			Hy 2024 August 2024 W T F S S M T W T F S 3 4 5 6 1 2 3 10 11 12 13 4 5 6 7 8 9 10 11 12 13 14 15 6 7 11 12 13 14 15 6 7			
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PARENT/	MONDAY TEACHER TUESDAY TEACHER	PARENT				- Yogi Berra (baseball player)
TEACHER	WEDNESDAY TEACHER	PARENT				(dabedan prayer)
INITIALS	THURSDAY TEACHER FRIDAY TEACHER	PARENT PARENT			)	

#### **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 CODE: HIGH1V

#### 5.5"X8.5" High School <u>Value</u> Planner (No Custom Features)



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	

Goals box each week Weekly "Prepare for College" tips





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



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

GO ONLINE AT SCHOOL PLANNERS.COM To view more pages from the High School planner

#### **ORDER CODE: HIGH1**

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

Jul/AUG 2024		лиг	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 1 14 15 16 17 18 1920 21 22 23 24 25 26 27 28 29 30 31	S M T W T F 1 2 4 5 6 7 8 9 1112 13 14 15 16 18 19 20 21 22 23 25 26 27 28 29 30	3 10 17 24 31		
29 MONDAY	LLLLLLLLLLLL				T	HURSDAY	
30 TUESDAY	LLLLLLLLLL					FRIDAY	2
31 WEDNESDAY	D. C.				S	AT./SUN.	3/4
COLLEGE Apply for college on time! TIPS Check for application deadlines.	<b>L</b> & & & & & & & & & & & & & & & & & & &		OALS THIS WEEK	5			

#### **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 CODE: CUST1 (8 .5" X 11")

#### ORDER CODE: CUST2 (5 .5" X 8 .5")

2024 JULY/AUG. MINUTES 2 3 4 5 5 7 7 1 5 7 1 1	Wed 6th grade field trip - Botanical Gardens         Fri 7th grade boys football game - Southeast Middle School         4:30 p.m.         Fri 8th grade girls volleyball - home game 4:30 p.m.         1         THURSDAY         2       FRIDAY         3       SAT. 4
Pep Rally 8:00 a.m. Auditorium	CUSTOMIZE MEMO AREA
	School Pictures



# 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 CUTS1, 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.





#### Budget Planner With or Without Custom Features

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#### 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)



#### 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.



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













R Dillon Middle School 2020-2021

STUDENT

020-2021

DENT PLANNED

#81

**#97** 

#103











**#98** 





**#76** 



#77



#101







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**#99** 



## **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 typestyles.



#### Order online at www.schoolplanners.com • Call us at 1-800-390-2129 • Fax: 901-853-6196

## FULL COLOR CUSTOMER DESIGNED ONLY 25¢

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.







#### 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 GVIDELINES

#### **IMPRINT TYPESTYLES**

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3 Comic Sans Bold	10 \$
4 Hobo	11 \
5 <b>Eagle Book</b>	12 (
6 New Century Bold	13 F
7 Gill Sans Extra Bold	14 2
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	16.



#### 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. 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

#### **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

#### (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.

# Hall Pass Image: State of the state of

#### 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.



#### 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.
- 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

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### CUSTOMIZE YOUR PLANNER WITH HANDBOOK PAGES

HANDBOOK PAGES AND TEMPLATES

> 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 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. 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 cameraready hard copy mailed with your order form – or in a PDF file emailed to 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 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

#### IT'S EASY TO ORDER ONLINE, GO TO 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:

- Account Information: This area allows you to modify information such as school name, contact phone number, e-mail address, password, and other options.
- **Download Center:** In this area, you will download cover templates, School Planner or Fundraising Cookbook order forms, School Planner or Fundraising



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- **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.
  - **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.

**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



#### **Ordering:**

Please make sure that you complete the schoolplanners.com order form on the following page. If you have questions, please call our office for assistance at 1-800-390-2129. Incomplete order forms will delay the shipping date of your planners. Please review the artwork submission guidelines before you send in your material. You can order online and email the material to **info@schoolplanners**. com or mail the material. Please do not fax artwork because of the guality.

#### **Shipping:**

We ship all of our planners by FedEx Ground. We have a very good rate and pass that rate on to our customers. **Please, no post office shipping addresses.** FedEx requires a street address for the planners. The map above will give you an idea of the shipping cost and time an order takes to ship. Stock planners usually leave our plant within 1-2 business days after the order is received. If we receive all of the material on a custom planner, it will ship within 15 business days after all the material is received. Please mark on your order form when there will be someone at the school to receive the orders.

#### **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 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"

#### **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")

#### 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

#### 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



# 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 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.



#### 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
- Corporate Reports
- Annual Reports
- School Yearbooks
- Product Manuals
- Magazines
- Catalogs
- Flyers
- Brochures
- Posters

- Table Tents
- Shrink Wrapping
- Packaging
- Business Cards ٠
- Tickets
- Programs
- Custom Pieces
- Advertising ٠
- Marketing Kits
- Bookmarks

- Invitations
  - Postcards
  - Rack Cards
- Stickers •
- ... and much more!
- Proofreading ISBN & Barcodes

Typesetting

Scanning

Graphic Design

Custom Illustration

Copyright

Layout ٠

٠

٠

- Web Design
- ... and much more!

- Labels

# **ORDER FORM:**

www.schoolplanners.com

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

your nust :h in are	SHIPPING ADDRESS Contact Name				DTE: Complete if different from shi	
MPDRTANT: 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.	School Name					
on and a ummer an comi your ord	Address			Address		
r producti rr during s son we ca egarding bletion.	City	_State	_Zip	City	State	_Zip
: As our ten occu tact per stions ru on comp	Phone		Ext	Phone		_ Ext
ORTANT ners off e a cont e of que pped up	Fax			Fax		
IMP plar hav case ship	E-mail					
	Requested Ship Date			E-mail		
			BILLING INFORMA			
D Purcl	hase Order Attached	Check Enclos	ed	U VISA	MasterCard	
Cardholder (r	print name)	Cr	edit Card Number		Expiration Da	te

#### **PLANNERS**

	Order Code	Page Number	Quantity	Unit Price	Item Total
Primary School Planners	□ PRIM2V □ PRIM2	3-4			
Elementary School Planners	□ ELEM2V □ ELEM2	5-6	_		_
Middle School Planners (8.5" x 11")	MIDL1V     MIDL1	7-8	_		
Middle School Planners (5.5" x 8.5")	MIDL5V MIDL5	9-10			
High School Planners	🗆 HIGH1V 🗆 HIGH1	11-12			
Budget Planners	UVBW8 UVBW5	16			
Custom Online Planners	CUST1 CUST2	14	_		

#### **COVERS**

17-18	Free	
11 10		

COVERS (Select One Cover Style)	Page	Quantity	Unit Price	Item Total
Customer-Designed Full-Color Cover	20		x \$0.25	
Please review art submission guidelines on page 22 and ter				
*** Customer-Designed Covers not submitted online or as				
layout modifications, will be billed a \$30.00 Designer	charge.			
Art provided: 🛛 Email (PDF) 🖓 Hard Copy Atta				
File Name/Format				
2-Color Cover	19		x \$0.25	-
* * *You must choose two ink colors				
Cover Design				
Typestyle (see pg 21)				
Mascot File Name (see pg 21)				
or Art provided:  Email (PDF)  Hard Copy				
Ink Color: Wording / Mascot Ink Color: Background				
HA	NDBOOK PAGES	S		
PAGE	QUANTIT	Υ		
8.5" x 11" 23 <b>ITEM TOTAL</b>				
5.5" x 8.5" 23 Total # of Handboo	k Pages x 4¢	t per page		
ADDI	TIONAL UPGRAD	752		
	PAGE	QUANTIT	UNIT PRI	CE
Polyethylene Overlay Cover	22 ITEN	I TOTAL		
, , ,				

POLY-L (8.5 " x 11") □ POLY-M (5.5" x 8.5")				
B&W Printing	20		-	
Inside Front I Inside Back I Outside Back				
Color Printing	20			
🗆 Inside Front 🗆 Inside Back 🗖 Outside Back				
Standard Back Cover	20			
Omit				
Correspondence Vinyl Pouch	22	_		
Sticker Sheets	22	_	-	
Hall Pass Cards	22			
Bookmark Ruler	22			
Personalized Student Names on Cover	21			
Student's names must be submitted in Microsoft Excel format with each student's name in its own field.				

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 neorders received after the deadline. Supplies are limited. We reserve the right to substitute Generic covers if inventory is depleted.

SUBTOTAL

TOTAL

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.

s depleted.

Title

ORDERS CANNOT BE PROCESSED WITHOUT A SIGNATURE

Date

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



# 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



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Call: **1.800.390.2129** Fax: 901.853.6196

**FREE PLANNER QUOTES ONLINE!**