

Campus Agendas® Student Planner Order Form

Phone: 800.805.5558
Fax: 660.826.3736

Contact Information

School Name: _____
 Ship To: School Alternate Address
 Shipping Address: _____
 City/State/Zip: _____
 Contact: _____
 Phone: _____ Ext: _____ Fax: _____

Billing Information

Same as Shipping Address
 Attn: _____
 Address: _____
 City/State/Zip: _____
 Purchase Order #: _____

Convenience – 48 hour production
No Custom Options Available

Customized – 3 week production (Planners with handbook pages require 6 weeks production)
Choose Custom Options Below

Primary _____ qty

_____ qty Cover Letter: _____ Cover Name: _____
 Ink 1: _____ Ink 2: _____
 Imprint: _____
 Mascot # / Description: _____ Handbook Pages: _____ qty

Elementary _____ qty

_____ qty Cover Letter: _____ Cover Name: _____
 Ink 1: _____ Ink 2: _____
 Imprint: _____
 Mascot # / Description: _____ Handbook Pages: _____ qty

Secondary _____ qty

_____ qty Cover Letter: _____ Cover Name: _____
 Ink 1: _____ Ink 2: _____
 Imprint: _____
 Mascot # / Description: _____ Handbook Pages: _____ qty

Teacher's Edition _____ qty

_____ qty Cover Instructions:
 Insert Planner None Primary Elementary Handbook Pages: _____ qty

Separate Saddle Stitch Handbooks _____ qty _____ pages Assignment Books _____ Rulers _____

Special Instructions: _____

Convenience Total _____ @ _____
 Customized Total _____ @ _____
 Discounts _____

Subtotal: _____

Handbook Total _____
 Teacher Editions _____
 Assignment Books _____ @ _____
 Rulers _____ @ _____
 Custom Covers _____
 Pockets _____ @ _____
 Other _____
 Other _____
 Other _____

Subtotal: _____

Tax Exempt Tax Rate: _____
 Shipping Rep Delivery or School Pick Up

Total: _____

Office Use Only

School: _____
 Company: _____
 Territory: _____
 Fall Comm: _____
 MSR: _____
 Terr #: _____
 Rec Date: _____
 Master #: _____
 Job # PP _____
 PE _____
 PS _____
 TE _____
 HE _____
 PA _____



ISS 281 Rev 09/10

The earliest date we can accept delivery is: _____ We must have delivery by this date: _____

X _____ Date: _____

Authorized signature required. By signing, you agree to Inter-State Studio & Publishing Co.® Terms and Conditions.

Campus Agendas®
3500 Snyder Avenue
Sedalia, MO 65301

INTER-STATE STUDIO & PUBLISHING CO.®
STANDARD TERMS & CONDITIONS

LIMITATION OF LIABILITY: Inter-State Studio & Publishing Co.® (“Inter-State”) shall not be responsible or liable for any actual, compensatory, indirect, special, incidental, consequential, or punitive damages arising out of this Agreement. Inter-State's liability, if any, shall be limited to the actual publishing cost of any book as described in this Agreement.

DISCLAIMER OF WARRANTY: Inter-State makes no representation or warranty of any kind, express or implied, as to quality, merchantability, fitness for a particular purpose, or for any other matter with respect to the book, or the printing or binding thereof, and all implied warranties or merchantability, fitness for a particular purpose, or otherwise are hereby disclaimed.

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QUALITY: Inter-State agrees to produce its materials and provide its services hereunder in accordance with industry standards. Whether the quality of the materials and services meets such industry standards shall be the sole opinion and discretion of Inter-State and not that of the customer.

DELIVERY: Inter-State agrees to use its best efforts in delivery of all materials provided that all copy is received on or before the copy deadline as described by Inter-State and its representative, such delivery dates not being actual, but only a historical average. Inter-State reserves the right to adjust delivery schedules as may be necessary from time to time upon written notice to the customer. Inter-State shall not be liable for damages, actual, compensatory, consequential, incidental, punitive, or otherwise, if delivery dates are not met.

FORCE MAJEURE: Neither party shall be liable for damages for any delay in or failure of performance (except as to any payment obligations required under this Agreement) caused by events beyond the reasonable control of either party, including but not limited to acts of God, flood, war, strikes, labor disputes, fire, embargo, governmental action, change in laws or unavailability of materials, if such party gives prompt written notice to the other claiming an event of *force majeure*.

ACCEPTANCE: This Agreement is contingent upon acceptance by Inter-State at its offices in Sedalia, Missouri. The order is expressly subject to the terms and conditions in this Agreement, which cannot be modified or waived unless expressly agreed to in writing by Inter-State.

ENTIRE DOCUMENT: These terms and conditions constitute the entire agreement between the parties. All prior agreements, representations and writings relating to the project are superseded. Any preprinted terms and conditions set forth in any purchase order issued by any other person or party shall not be binding on Inter-State and shall be superseded by these terms and conditions.

Checks must be made payable to Inter-State Studio and Publishing Co.®. It is the responsibility of the customer to check the order form for accuracy and completeness before submission. By signing and submitting the order form, the customer is agreeing that the order form (including but not limited to: contact, billing, and shipping information, quantities ordered, options, spelling and mascot information, and the total amount owed by the customer) is correct, complete, and accurate.

Sales Tax must be applied unless a State Tax Exempt Certificate is submitted. Sales Tax must be applied to Shipping costs in the following states: AR, CT, DC, DE, FL, GA, HI, IN, KS, KY, LA, MI, MN, MS, NC, ND, NE, NJ, NM, NV, NY, PA, RI, SC, SD, TN, TX, VA, VT, WA, WI, WV, and WY.