

Music Folders Order Form

Completed and Signed order form required. Phone orders not accepted.

Mail order to: P.O. Box 2110, Kearney, NE 68848 **or Fax:** 800-570-1767 **Do NOT fax press-ready material.**

For Office Use Only – 3/18 web
 Order #: _____
 Date Rec'd: _____

ORDERED BY:

Business/School _____
 Ordered By _____
 Title _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone (____) _____ Fax (____) _____
 E-mail (required) _____

- E-mail me special music product offers, discounts, updates, and reminders.
 - E-mail me special offers about book publishing from MorrisPublishing.com.
 - E-mail me special offers about cookbook publishing from MorrisCookbooks.com.
- Guaranteed 100% privacy. Your info is never sold or rented. Unsubscribe any time.**

SHIP TO: Check if same as "Ordered By." **We cannot ship to a P.O. Box.**

Business/School _____
 Attn _____
 Street Address _____
 City _____ State _____ Zip _____

PROOF CONTACT PERSON: (Provide ALL contact info)

Proofs will be e-mailed unless other arrangements have been made.
 Name _____
E-mail proof to _____
 Fax (____) _____
 Day Phone (____) _____
 Cell Phone (____) _____

BILL TO: Check if same as "Ordered By." **Signature Required Below**

Business/School _____
 Attn _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone (____) _____ Fax (____) _____
 E-mail _____
 P.O.# (opt.) _____

PAYMENT METHOD: Invoice Us Check Enclosed

FOLDER TYPE: Check only one folder type.

200 minimum order

Standard Folders (see price chart online) Quantity _____ x price/folder _____ =
 Select one design: SF1 SF2 SF3 SF4 Repeat last order's cover with **no changes** Our own design uploaded
 Back cover is: Our own design uploaded Needs to be typeset (enclosed) Repeat last order Blank
 Logo is: Our own design uploaded Repeat last order Blank – no logo on folder
 Wording on cover _____

Large Band Folders (see price chart online) Quantity _____ x price/folder _____ =
 Select one design: LF1 LF2 LF3 LF4 LF5 Repeat last order's cover with **no changes** Our own design uploaded
 Back cover is: Our own design uploaded Needs to be typeset (enclosed) Repeat last order Blank
 Logo is: Our own design uploaded Repeat last order Blank – no logo on folder
 Wording on cover _____

POCKET PRINTING: If no selection is made, pockets will be blank. If needs to be typeset, enclose material.

Left Pocket: Design #BP _____ Our own design uploaded Needs to be typeset Repeat last order Blank
Right Pocket: Design #BP _____ Our own design uploaded Needs to be typeset Repeat last order Blank

MISC. CHARGES: Includes typesetting charges (\$35/hour, 1 hour minimum) or any other special requests =

Special Instructions: Please attach if you have any.

Subtotal =

PRODUCTION: Order will be processed with Normal Production of 30 business days (6 weeks), unless checked below.

Rush Production: 15 business days (3 weeks). All custom material must be press-ready. **20% up-charge** on subtotal (**\$75 min.**) =

SHIPPING: Within contiguous USA: Standard Folders – add **10¢/folder** Large Folders – add **15¢/folder** =

Orders are shipped via UPS ground or truck depending on order size. Extra shipping charges to AK & HI; call for pricing.
 Allow 2–8 business days for delivery. Faster delivery is an extra charge.

Pretax Total =

STATE TAX: NE and FL only – To avoid paying tax, NE orders must submit Form 13, and FL orders must submit Form DR-13 or DR-14 =

 **Order will not be processed without a signature.**

Sign Here _____ Date _____

By signing, you agree to our Terms & Conditions on next page.

Estimated Total

Ordering

- To place an order, School Mate® requires a completed and *signed* order form and ALL material, including logos and any custom material. Our terms supercede any terms of a PO or written bid. We do not accept POs without our order form.
- Foreign orders are not accepted. School Mate® reserves the right to deny orders for just cause.
- Multiple orders cannot be combined for volume discounts.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If custom material is furnished, the Customer shall defend, indemnify, and hold School Mate® and its subsidiaries harmless against claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of folders.
- The parties agree that the validity, construction, and performance of the order form shall be governed by the laws of the State of Nebraska. The Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any court of competent jurisdiction in Nebraska for any dispute concerning or related to the order. The Customer further agrees that any action arising from the terms of the order shall be filed exclusively in a court of competent jurisdiction in Nebraska. Customer further consents to venue in Nebraska and waives rights to challenge venue in Nebraska.

Payment

- Payment is due 30 days after order is shipped.
- School Mate® reserves the right to require prepayment.
- Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law.
- All prices are based on U.S. currency. Entities or persons placing an order are responsible for payment.
- Orders are subject to a 5% overrun or underrun. Customer will be invoiced for the number of folders received, not the number of folders ordered.
- NE and FL orders only: To avoid paying sales tax, NE orders must submit Form 13 (NE Exempt Sales Certificate). FL orders must submit Form DR-13 (Resale Certificate) or DR-14 (Consumer's Certificate of Exemption).
- If order is canceled, Customer will be liable for any actual costs in preparation or production of the order.

Proofing & Errors

- On the order form, provide a proof contact name and e-mail address. If School Mate® cannot contact someone to proof your material, production will be delayed.
- School Mate® will e-mail a proof of any material requiring type-setting or design (front/back cover and pockets). The first proof is **FREE**; additional proofs are subject to a charge.
- Proofs are sent 1–3 weeks after we receive your order (2–4 days if using Rush Production). You must approve the proof within 3 business days to avoid production delays.
- Customer who repeats a previous order will not receive a proof.
- Errors from inadequate proofing or inadequately submitted material are the Customer's fault, not the fault of School Mate®.
- We are not responsible for changes after folders are in process.

Production

- Production begins the day *after* a completed and *signed* order form and all material is received. If any material arrives after the order is received, production will be delayed.
- **Normal Production** is estimated at 30 business days (6 weeks) from the day *after* the order is received.
- **Rush Production** is 15 business days (3 weeks) from the day *after* the order is received. Rush orders incur a 20% up-charge (\$75 minimum) on the subtotal. **Custom material, such as back cover or pockets, must be press-ready.**
- Production time does not include weekends, holidays, or shipping time. See details below.
- Proofing delays, changes or corrections to original material, or missing material cause production delays and may incur charges.

Shipping

- Allow 2–8 business days for delivery. Faster delivery service is available for an extra charge.
- Orders are shipped to one address via UPS ground or truck from Kearney, NE. To prevent shipping delays, School Mate® reserves the right to deny Customer specified carriers or accounts.
- UPS will deliver to the door only. Truck drivers are not required to unload. You may be responsible for unloading items.
- Orders to AK and HI incur additional shipping charges.
- If folders are returned to School Mate® because no one was available to receive the shipment, or if freight is rerouted, the Customer is liable for any extra freight charges.
- School Mate® is not responsible for delays in shipping or receipt of order due to strikes, shortages, seasonal demands, or any other reasonable cause beyond School Mate's® control.
- Folders cannot be returned for any reason.
- Folder damage due to shipping must be reported within 7 days. You must save all packaging, including boxes, for a claim to be made.
- Defects in folders not due to shipping damage must be reported to School Mate® within 90 days of ship date. School Mate® reserves the right to repair, replace, or credit defective folders.