

CUSTOM SHIPPING SCHEDULE	
Print-Ready Materials Received By:	Order Ships By:
May 17	July 12
May 24	July 19
May 31	July 26
June 14	August 9
June 21	August 16
(8 Weeks Custom Shipping Schedule)	
Custom orders may be completed prior to the scheduled ship date. Please indicate any time periods when your school cannot accept a shipment during the summer months. Please mark this on the order so we do not ship an order to a closed school.	

2024-25 SUCCESS BY DESIGN ORDER FORM—BILLING INFO	
Contact Name: _____	Purchase Order No.: _____
School: _____	
Address (NO P.O. Boxes, APO/FPO, or AE addresses): _____	
City/State/Zip: _____	
Email: _____	Phone #: (____) _____
Summer/Alt. Phone #: (____) _____	FAX #: (____) _____
PLEASE NOTE: Orders will not be processed without a summer/alternate phone number listed above.	
DELAYS IN RECEIVING PRINT-READY MATERIALS WILL SUBSEQUENTLY DELAY SHIP DATE.	
Date handbook and artwork due at Success by Design office: _____ Ship by: _____	
May we ship your order early? List exceptions: _____	

SHIPPING ADDRESS (IF DIFFERENT THAN BILLING ADDRESS) (NO P.O. Boxes, APO/FPO, or AE addresses)	
School: _____	
Address (NO P.O. Boxes, APO/FPO, or AE addresses): _____	
Phone #: (____) _____	FAX #: (____) _____ Alt. Phone #: (____): _____

QTY	CODE	DESCRIPTION	CUSTOM COVER (Imprint info below)	UNIT PRICE	EXT. AMOUNT
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

QTY	COVER CODE	PAPER CODE	INK CODE	MASCOT CODE	FONT CODE	CUSTOM COVER INFORMATION—Imprint (Please print clearly) * All materials must be "print ready" when sent.	UNIT PRICE	EXT. AMOUNT

QTY	PRICE PER PAGE	TOTAL PAGES	PAPER COLOR	HANDBOOK ORDER WORKSHEET—A page is one side of a sheet of paper. * All materials must be "print ready" (in the preferred pdf format) when sent. Please email handbooks to sales@successbydesign.com	UNIT PRICE	EXT. AMOUNT
				$\frac{\# \text{ of Sides}}{\# \text{ of Sides}} \times \frac{\text{Price}}{\text{Price}} = \frac{\text{Price}}{\text{Price}} \times \frac{\text{Quantity}}{\text{Quantity}}$		
				$\frac{\# \text{ of Sides}}{\# \text{ of Sides}} \times \frac{\text{Price}}{\text{Price}} = \frac{\text{Price}}{\text{Price}} = \frac{\text{Quantity}}{\text{Quantity}}$		

SPECIAL INSTRUCTIONS

SUBTOTAL	
Prices are subject to change without notice.	
SHIPPING	
Please see the Shipping Charges box to your left. A minimum charge of \$7.50 for all orders. Outside the continental U.S. please call for shipping charges.	
GRAND TOTAL	

SHIPPING CHARGES	
ZONE LOCAL; 8% Shipping: MI	ZONE 2; 13% Shipping: AL, CO, CT, FL, GA, LA, MA, ME, MN, MS, ND, NE, NH, NM, NY, NC, OK, RI, SC, SD, TX, UT, VT
ZONE 1; 11% Shipping: AR, D.C., DE, IA, IL, IN, KS, KY, MD, MO, NJ, OH, PA, TN, VA, WI, WV	ZONE 3; 14% Shipping: AZ, CA, ID, MT, NV, OR, WA, WY

Customer Signature: _____ Date: _____

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THANK YOU FOR YOUR ORDER!