



ORDER FORM

MAIL ORDERS TO:
609 N. Charles Richard Beall Blvd.
Suite 101
DeBary, FL 32713-2267

PHONE ORDERS TO: 1-888-435-5155
FAX ORDERS TO: 1-888-435-5154
EMAIL ORDERS TO: Orders@CatalogSolutions.com

BILL TO: _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Web: _____

CATALOG MODEL: The Scholar The Professor
 Back To School Flyer Teacher's Desk Calendars

QUANTITY: _____

SCHOLAR/PROFESSOR COVER OPTION: C1 C2 C3 C4

ARTS, CRAFTS & OFFICE SUPPLIES: Yes No

OTHER SERVICES: *Please check if you would like any of the following and we will call you for further details:*

Custom Pages Manufacturer Inserts Online Catalog

SHIP TO: Use Billing Address at Left
 Use Shipping Address Below

City: _____

State: _____ Zip: _____

Phone At Shipping Location: _____

How should we ship your catalogs?

Catalogs ship prepaid via printer's choice of carrier unless you advise otherwise.

Please ship via printer's carrier and bill me.

Please use my carrier:

Carrier Name: _____

Carrier Phone: _____

Account #: _____

Would you like us to direct mail your catalogs?

Not mailing, ship all catalogs to above address

Please mail using printer's indicia

Please print my indicia below

#: _____ City/State: _____

Please leave room for labels

TERMS & CONDITIONS

ORDERING DEADLINES: *Back to School Flyer and Teacher's Desk Calendars orders due April 23; Scholar/Professor orders due May 14.*

PAYMENT TERMS: *Back to School Flyer and Teacher's Desk Calendars: 50% due with order, balance due 5/21/10. Scholar/Professor: \$500 non-refundable deposit due with order, unless after first payment date. Balance will be divided into three payments due 4/10/10, 5/10/10 and 6/10/10. Orders must be paid in full prior to shipment. Catalog Solutions reserves the right to cancel any orders past due or not meeting production deadlines.*

SHIPPING: *Back to School Flyer and Teacher's Desk Calendars ship week of 6/14/10 (these two items ship from different printers, so shipments may not be combined). Scholar/Professor ship week of 6/28/10. Catalogs ship prepaid via printer's choice of carrier to the shipping address above unless we are advised otherwise; an invoice from the trucker will follow. Carrier is responsible for shortages or damages during shipping. Please check shipment before signing and retain any damaged catalogs until claim is resolved.*

PROOFS: All proof approvals must be in writing. Catalog Solutions is not responsible for errors printed per customer's OK, or if customer does not sign proof.

OVERRUNS/UNDERRUNS: Every effort will be made to print the exact quantity of catalogs ordered. However, unexpected overruns/underruns not to exceed 3% will be charged or credited accordingly.

STORAGE: Charges of \$25 per pallet, per month will be charged to account if catalogs must be stored.

MAILING: Mailing fees include Inkjetting Fees of \$150 setup + \$.02 each, as well as Postal Presort Fees of \$200 setup +\$8/thousand. Mailing Lists are due four weeks prior to catalog ship date.

MANUFACTURER INSERTS: Please call for fees and to check requirements BEFORE ordering inserts.

This order is binding to the exclusion of all verbal agreements. This offer and any contract in pursuance thereof shall be governed by the laws of the State of Florida and enforceable in the courts of that state to which jurisdiction both parties hereby consent.

Signature: _____ **Date:** _____