



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: _____

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 **freight collect** 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 #: _____

- Please send me direct mail information for my catalogs.



Smart Scan

Ask about flexible payment plans!

CATALOG MODEL:

- The Scholar The Professor Back-To-School Flyer Little Learners Educational Playthings Teachers Desk Calendars

ARTS, CRAFTS & OFFICE SUPPLIES:

- Yes No

COVER OPTION: (for Scholar or Professor only): _____

IMPRINT CHARGE: (if required to BTS Flyer or Educational Playthings): \$ _____

As applicable, we will add 10% FREE on your Catalog Contract.

WEB SERVICES: Setup: Full Homepage Design with Catalog Catalog Only
Web Plan: Silver Gold

TERMS & CONDITIONS

	IMPORTANT DATES			
	BACK-TO-SCHOOL FLYER	TEACHERS DESK CALENDARS	SCHOLAR & PROFESSOR	EDUCATIONAL PLAYTHINGS
Order Deadline	April 20	April 20	May 4	September 7
Payment Schedule				
1st Payment Due	50% deposit due with order	\$100 non-refundable deposit due with order	\$500 non-refundable deposit due with order	50% due with order
2nd Payment Due		1/3 due February 1	1/3 due March 1	
3rd Payment Due		1/3 due March 15	1/3 due April 1	
4th Payment Due	Balance due May 1	Balance due May 1	Balance due May 1	Balance due October 1
Shipping Date	Week of May 7	Week of June 11	Week of June 25	Ready week of Oct. 15, mail on your chosen date

PAYMENT TERMS: See above. If order is placed after an Installment Payment Due Date, that installment is due, along with deposit. All payments must be received prior to shipment. All deposits are non-refundable with cancellation.

BUDGET BILLING PLANS: Minimum of four products must be purchased to qualify. Subsequent cancellation of any one product forfeits discount on all products. May not be combined with any other offer. Monthly ACH debit is required.

SHIPPING: Catalogs will be shipped freight collect to the shipping address on your contract, unless other arrangements have been made. Shipping may be arranged by the customer via their chosen carrier, if notified in advance.

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. \$____ may apply for tabbing, as required by US Postal regulations. \$____ may apply for folding.

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:** _____