**CUSTOM SHIPPING SCHEDULE**

Print-Ready Materials Received By: 
- May 22
- May 29
- June 5
- June 19
- June 26

Order Ships By: 
- July 10
- July 17
- July 31
- August 14
- August 18

*(6-8 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.

**2020-21 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**

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<th>CODE</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXT. AMOUNT</th>
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<td>☐No</td>
<td>☐N/A</td>
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**CUSTOM COVER INFORMATION**

*All materials must be “print ready” when sent.*

**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

**SUBTOTAL**

Prices are subject to change without notice.

**SHIPPING CHARGES**

| ZONE LOCAL; 8% Shipping: MI |
| ZONE 1; 11% Shipping: AR, D.C., DE, IA, IL, IN, KS, KY, MD, MO, NJ, OH, PA, TN, VA, WI, WV |
| 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 3; 14% Shipping: AZ, CA, ID, MT NV, OR, WA, WY |

Customer Signature: __________________________________________ Date: ____________

**THANK YOU FOR YOUR ORDER!**