

1. ORDERED BY

(Person Placing Order/Approving Proof)

Name: _____

Title/Role: _____
i.e. Principal, Superintendent, PTA/PTO President

School Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Tax Exempt # _____
If your organization is not tax exempt, please call us for sales tax amount.*

School Year Contact Info:

*required fields

School Phone:* _____

School Fax: _____

School Email:* _____
Order confirmation, proof and a link to UPS tracking will be emailed to this address.

School Office Closing Date: _____

Home Phone:* _____
To be used if school office is closed for the year.Home Email:* _____
To be used if school email firewalls are in place.Organization Type: School District Other _____ Pre-K Elementary Middle School High School

2. QUANTITY/COST

Layout Number (e.g. C-12630, M-466) _____

 Same Layout Number as Last Year

Quantity _____

Product Cost (Unit Price x Quantity) _____
(see page D for pricing)Additional fees, if applicable: _____
• Calendar events not noted on form (+\$25)
• Non-standard custom design alterations
Call 800.788.8633 for questions and pricing.Shipping & Handling _____
UPS Published Rates will be added to your order.

TOTAL DUE _____

*Canadian schools are not exempt from applicable GST/HST/PST.
Additional shipping charges will apply for AK, HI and Canada.

School Order Form



3. PAYMENT METHOD

 VISA MasterCard AMERICAN EXPRESS DISCOVER Exp. _____ CVV _____

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Credit Card Signature _____

 Check Enclosed
Make checks payable to MagnetStreet. See address on pg D. Purchase Order/Invoice (Terms: net30)Purchase Order #: _____
Copy of PO must be attached, faxed or emailed before order will be processed.
Billing address on PO must match Billing address on this form.Bill To: Same as Ordered ByIf invoice address is different than **Ordered By**, complete the following:

Attention: _____

Organization Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Organization Phone: _____

4. DELIVERY INFORMATION

Once you approve your proof, your order will ship within 8-10 business days. Allow 1-6 business days for shipping via UPS Ground.

Will someone be at this address to accept delivery during summer months? Yes No Residential Address Non-residential Address Same as Ordered By Same as Invoice

Name: _____

School Name: _____

Address: (No PO Boxes) _____

City: _____

State: _____ Zip: _____

Phone: _____

5. TEXT IMPRINTS

Same Imprints as Last Year

Uploading Text File (must be saved as .txt format)

Go to [MagnetStreet.com/submit](https://magnetstreet.com/submit)

I Would Like the Following Imprints (Not all layouts accommodate all of the following; refer to your chosen layout for direction.)

School Name: _____

Address: _____

City: _____

State: _____ Zip: _____

IMPRINT IDEAS: School motto, key phone numbers, email, website

Imprint #1 _____

Imprint #2 _____

Imprint #3 _____

Imprint #4 _____

Imprint #5 _____

Social Media #1 _____

Social Media #2 _____

Additional Notes for the Designer _____

6. ARTWORK

Photos/Artwork

Please indicate below how you will send your artwork:

On File From Previous Order

Uploading Digital File
(must be 300 dpi, saved in .jpg, .tif, or .eps format)
Go to [MagnetStreet.com/submit](https://magnetstreet.com/submit)

Background Color

Dusty Rose 

Classic Red 

Burgundy 

Gold 

Classic Yellow 

Marigold 

Carrot 

Pumpkin 

Black 

Cornflower 

Classic Blue 

Navy 

Plum 

Mulberry 

Kiwi 

Rainforest 

Teal 

Hunter 

7. CALENDAR DATES

School Year: August 2020 thru July 2021

Start My Calendar on: Month _____ Year _____

8. LEGEND CODES

One letter per code; maximum 2 codes per day. Not all layouts accommodate 8 legend codes; refer to your chosen layout number for direction. For any further customization, call for details.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Legend Code ideas:
 V - Vacation
 C - Conferences
 N - No School
 F - First Day / Final Day

9. CALENDAR

Print legend codes in date boxes in dark, bold ink. Tip - Make a copy first! In case of mistakes; you can find this calendar online at: www.magnetstreet.com/school-order-guide

JUNE 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							JULY 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							AUGUST 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							SEPTEMBER 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							OCTOBER 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
NOVEMBER 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							DECEMBER 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							JANUARY 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							FEBRUARY 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28							MARCH 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
APRIL 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							MAY 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							JUNE 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							JULY 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							AUGUST 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
SEPTEMBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							OCTOBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							NOVEMBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							DECEMBER 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31													

ONLY MARK LEGEND CODES ON 12 MONTHS!

Your order will be delayed if more than 12 months are marked.