

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 _____

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

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 2019 thru July 2020

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. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 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 2019 | | | | | | | JULY 2019 | | | | | | | AUGUST 2019 | | | | | | | SEPTEMBER 2019 | | | | | | | OCTOBER 2019 | | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|--|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | 27 | 28 | 29 | 30 | 31 | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOVEMBER 2019 | | | | | | | DECEMBER 2019 | | | | | | | JANUARY 2020 | | | | | | | FEBRUARY 2020 | | | | | | | MARCH 2020 | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | | | |
| | | | | | | | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | |
| APRIL 2020 | | | | | | | MAY 2020 | | | | | | | JUNE 2020 | | | | | | | JULY 2020 | | | | | | | AUGUST 2020 | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | | 30 | 31 | | | | | | |
| SEPTEMBER 2020 | | | | | | | OCTOBER 2020 | | | | | | | NOVEMBER 2020 | | | | | | | DECEMBER 2020 | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | |

ONLY MARK LEGEND CODES ON 12 MONTHS!

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