

## It's Easy To Order!

1. Fill out the order form giving all necessary information for each item ordered. When you've completed the form, please double check it!
2. A faculty member must sign the order to authorize shipment and guarantee payment.
3. You may also place your order toll-free at 1-800-229-3258 or purchase online at [www.itselementary.com](http://www.itselementary.com).
4. For an original design, please e-mail your artwork in after your order has been placed. Please include your 7-digit order number. E-mail artwork to [artroom@zgate.com](mailto:artroom@zgate.com) placing only your order number in the subject line. There is a \$14 charge for an original design.
5. Do not mail the order form to us if you phone in the order or order online. This will result in a duplicate shipment. If your school requires a purchase order be sent, please mark it CONFIRMATION OF PHONE ORDER # - - - - -. You will receive your order number when you place your order.
6. Special Instructions for Personalized Products:  
 Option A - By Internet: Log on to [www.itselementary.com](http://www.itselementary.com), follow the simple instructions to place your order online.  
 Option B - By Phone: Call 1-800-229-3258. Our Customer Care Representative will give you an order number. Then log on to [www.itselementary.com](http://www.itselementary.com), click on the "Personalized Products" symbol, and follow the simple instructions to e-mail us your list of names in Excel format.  
 Option C - By Fax or Mail: Please type your list of names single spaced in a 14 point Helvetica type. Please omit grid lines before printing your list. Fill out order form and either mail it along with your personalized list or fax your order form and list to 651-426-0275.
7. After your order has been shipped, you will receive an invoice. Please pay amount due within 30 days.

## Need Another Order Form?

Call us toll-free at 1-800-229-3258 and we will help you place an order or send you additional order forms.

## Need Faster Service?

Our production schedule sometimes allows us to ship orders in less time than stated. Call toll free 1-800-229-3258 for information on rush service.

## Order Early!

Allow for production and shipping time.  
 Production time is stated for each item.  
 You should allow this much time  
**AFTER WE RECEIVE THE ORDER**  
 plus delivery time.

## Ordering Hours

To place your order by phone:  
 Monday through Friday  
 7:00 a.m. - 6:30 p.m. Central Standard Time  
 Saturdays September 8, 2007 - October 6, 2007  
 & February 23, 2008 - May 3, 2008  
 9:00 a.m. - 1:00 p.m. Central Standard Time  
**1-800-229-3258**  
 24 Hour Fax Line:  
 Anytime!  
**1-651-426-0275**

## Shipping

Orders are shipped UPS ground service whenever possible. Please allow six business days for shipping. Large orders may be sent via truck. Shipping by truck may take 7-10 business days. If your order must be sent by air to make your need date, you will be billed the expedited shipping cost.

The following charges are for ground shipments within the continental U.S. (excluding Alaska, Hawaii, and Puerto Rico). Shipments outside this area will be billed appropriate shipping costs. All shipping charges will be billed to your invoice.

<u>Amount of Order</u>	<u>Amount</u>
\$.01 - \$25.00.....	\$8.75
\$25.01 - \$50.00.....	\$13.16
\$50.01 - \$100.00.....	\$18.65
\$100.01 - \$200.00.....	\$26.35
\$200.01 - \$300.00.....	\$39.55
\$300.01 - \$400.00.....	\$52.75
Each add'l \$100 add.....	\$16.45

## General Information

**CREDIT TERMS:** We will ship open account to schools providing the order has been signed by the principal or a faculty member. Terms are net 30 days. A 1½% monthly carrying charge (18% annual rate) will be added to past due balances. A \$15 service charge will be applied to any returned check. Credit balances not claimed or used in 90 days of invoicing become the property of It's Elementary.

**RETURNS:** All returns are subject to a minimum 15% restocking fee, therefore we encourage you to estimate your needs as closely as possible. Merchandise may be returned only within 30 days of receipt of order and with a return authorization number. Go to [www.itselementary.com](http://www.itselementary.com) to obtain return authorization. A product received without a Return Authorization Number becomes the property of It's Elementary. Only unused and unopened merchandise with its original packaging and accessories will be accepted. Return shipping is the responsibility of sender. Due to health concerns, costumes, headwear and food items cannot be returned. Other non-returnable items include: glow products, imprinted items and seasonal and/or dated items after the event date. All closeout sales are final and cannot be returned.

**CUSTOMER SERVICE:** If you have any questions about your order, call 1-800-848-0283 toll free.

**CANCELLATIONS:** Cancellation of personalized items cannot be accepted once production has begun.

**PROOFS:** A paper proof will be sent at your request prior to production.

**DESIGNS:** The display of any design or logo in this catalog is for demonstration purposes only and does not indicate or imply that any such design or logo may be reproduced without the authorization of the owner of the trademark, copyright or other right in such design or logo. The submission of any order constitutes a representation and warranty by the individual or entity submitting the order that such individual or entity is the owner of all trademarks or copyrighted material contained therein or has obtained any required consents or authorizations from the owner(s) to print such material.

**OVERRUNS & UNDERRUNS:** Due to the variation in manufacturing of personalized items, quantity shipped may vary from the quantity ordered by 5% over or under. This will be considered fulfillment of your order and you will be billed for quantity shipped.

**CATALOG PRICES:** Prices effective until July 31, 2008. A new catalog will be effective August 1 of each year.







4875 White Bear Parkway  
White Bear Lake, MN 55110

Phone orders: 1-800-229-3258

PLEASE DO NOT FAX ORIGINAL ARTWORK

Please write customer number and priority code from back of catalog in the outlined boxes below.

Customer Number  
#C

Priority Code  
#S 35705

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Phone: \_\_\_\_\_

School Fax: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Date of Order: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Is this a Reorder?  Yes  No

If yes, please list your previous invoice number:

\_\_\_\_\_

This order is being placed for Grade \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Please select Method of Payment from the box on page 83.  
Please send both page 83 & page 84 to It's Elementary when ordering custom products.

## Customized Merchandise Order Form

SKETCH YOUR DESIGN HERE.  
Include Copy, Copy Placement  
and Colors to be Used.

Item Name: \_\_\_\_\_

Item Number: \_\_\_\_\_

Quantity: \_\_\_\_\_

Page Number: \_\_\_\_\_

Item Color: \_\_\_\_\_

Imprint Color: \_\_\_\_\_

Additional Imprint Colors (charges apply): \_\_\_\_\_

Mascot Design Number: \_\_\_\_\_

Layout Number: \_\_\_\_\_

Unit Price (price each): \_\_\_\_\_

Subtotal (all custom items): \_\_\_\_\_

Original Artwork Charge: \_\_\_\_\_

Additional Imprint Color Charge: \_\_\_\_\_

**\*TOTAL:** \_\_\_\_\_

\*Please add the above total to the  
Total Price Calculation box on page 83.

Additional information needed to produce this item

NOTE: If ordering apparel, please attach a sheet of  
paper noting sizes and quantity of each size.