



## General Information

Online: [andersons.com](http://andersons.com)  
Email: [orders@andersons.com](mailto:orders@andersons.com)

**Office Hours:**  
M-F: 7:00 a.m. - 6:30 p.m. CST  
Saturdays: 9:00 a.m. - 1:00 p.m. CST  
(Sept. 10, 17 & 24, 2011. Feb. 25. March 3, 10, 17, 24 & 31.  
April 7, 14, 21, 28)



We stand behind our products and services. If an error occurs we will work with our customers to find a solution to ensure customer satisfaction.

## FIVE Easy Ways to Order

- 1. Online:** You can also place your order on-line by logging on to [andersons.com](http://andersons.com).
- 2. By Mail:** Fill out the order form(s), giving all necessary information for each item ordered. A faculty/staff member or other authorized adult must sign the order to authorize shipment and guarantee payment.
- 3. By Fax:** Our fax line is open 24 hours a day, seven days a week. For fax orders, a faculty/staff member or other authorized adult must sign the order to authorize shipment and guarantee payment.
- 4. By Phone:** Your order may be phoned in by a faculty/staff member, principal or other authorized adult.
- 5. Email:** Scan your catalog order form or purchase order and send it to us at [orders@andersons.com](mailto:orders@andersons.com). **Note: Do not mail the order form to us if you phone in your order or order online. This will result in a duplicate shipment.**

## General Information

**Ordering Custom Products** Custom products can be ordered using any of our 5 easy ordering methods. Please fill out the Custom Order Form, completing the 4 easy steps as directed. Be sure to include an item number, design number, typestyle number, imprint color, layout number and clearly typed or printed imprint text.

**Ordering Products With Original Art or Photos** To provide you with the best possible imprinted products, we prefer to receive original art or photos by e-mail to [artwork@andersons.com](mailto:artwork@andersons.com) after you have placed your order. Please provide only your 7-digit order number in the subject line. There is a \$15 charge for original art unless otherwise specified.

### Accepted File Formats for Original Artwork:

- Illustrator CS4 or CS5. (Please convert any older versions to PDF with the fonts converted to outlines.)
- Office programs must be saved as PDF
- Please keep e-mail file size under 10MB. If over this size, compress into a ZIP or SIT file.

**Ordering Personalized Products** Personalized products can be ordered by any of our 5 easy ordering methods. Once your order has been placed, we will send you an email with a link where you can enter your list of names. **Please provide us with a valid email address that will not block our attempt to finalize your order.** If you do not have enough names to meet the minimum order, the rest may be printed with a custom imprint.

**Invoicing** After your order has been shipped, you will receive an invoice. Please pay amount due within 30 days.

### Payment Options

**BUY NOW! Pay Later** **1. Open Account** We will ship open account to schools providing the order has been signed by the principal, faculty member or other authorized adult. 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 Anderson's.

**2. Credit Card** We accept VISA, MasterCard, Discover and American Express.

**3. PayPal** Payment is quick and easy through your PayPal account.

**4. E-Check** Call us to pay with an electronic check.

**5. Customer Reward Dollars** Anderson's Customer Rewards are considered a form of payment. They can be used as payment when ordering by Phone, Fax, Mail or Internet. Reward dollars **cannot** be combined with any discounts, promotions or Free Shipping offers.

**6. Purchase Orders** Purchase Order payments must be accompanied by a completed Order Form, including item and imprint information and contact name, phone and e-mail.

**Production Time** Production time varies and is usually stated for each item. Themes and kits are 5 school days unless otherwise noted. Please allow for production and shipping time starting when your order is received by us. Our production schedule sometimes allows us to ship orders in less time than stated.

**Shipping** Orders are shipped UPS ground service whenever possible. Please allow six business days for shipping within the contiguous U.S. Orders over 100 lbs. 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. All shipping charges will be billed on your invoice. Extra shipping charges may be applied for residential delivery, increased fuel service charges and remote area surcharges in accordance with UPS ground service standard rate premiums. Due to the heavy and bulky nature of our themes and kits, an additional shipping charge equal to 10% of the total price of the theme or kit will be added to your order.

**same day SHIPPING!**  
When you order by noon, CST.

Most stock items will ship the same day if ordered by 12:00 CST. This does not apply to imprinted items, banners, themes, decorating kits, international orders, back orders and credit card declines.

**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 [andersons.com](http://andersons.com) to obtain return authorization. A product received without a Return Authorization Number becomes the property of Anderson's. Only unused and unopened merchandise with its original packaging and accessories will be accepted. Return shipping is the responsibility of sender. Headwear, food items, imprinted items, glow products, and seasonal and/or dated items after the event date cannot be returned. All closeout sales are final.

**Imprint 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 custom imprinted 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.

**Cancellations** Cancellation of custom imprinted items cannot be accepted once production has begun.

**Proofs** An email proof will be sent at your request prior to production. Proofs require 3 days production time.

**Catalog Effective** Current listed prices are valid through June 30, 2012. Anderson's reserves the right to change prices at any time. Visit [andersons.com](http://andersons.com) or give us a call for up-to-date price information.

**FREE Sample Program** Our Free Sample Program allows you to select up to \$20 worth of your favorite items and view them in person before placing your order. Sample orders exceeding \$20 will be billed the difference. Available on quantity priced items only (e.g., Dog Tags, Lanyards, Bottles, Backpacks). Samples not available on items sold in quantities of one (e.g., Medallions, Banners). A \$5 shipping fee will be added to all sample orders.



## Using Order Forms

1. If you are ordering general merchandise, please use the General Order Form.
2. If you are ordering **both** general merchandise and imprinted products, please use the General Order Form and the Custom Order Form. Please submit both order forms.

We make every effort to ensure that all information in the catalog is correct at the time of printing. Occasionally, however, a typographical error may occur. While we try to portray our merchandise as accurately as possible, colors may vary slightly due to the printing process.



**Warning:** Select items in this catalog may contain lead and/or cadmium, chemicals known to the State of California to cause birth defects or other reproductive harm. The packaging of these items will be labeled accordingly.



P.O. Box 1151  
Minneapolis, MN 55440-1151

# General Order Form

Online: [andersons.com](http://andersons.com)  
Email: [orders@andersons.com](mailto:orders@andersons.com)

Office Use Only

_____	Ord #
_____	Agent
_____ Print	Hold
_____ Stock	Quote

**CUSTOMER NUMBER**  
Yellow outlined box on back cover

**PRIORITY CODE**  
Blue outlined box on back cover

**DATE NEEDED**

**PURCHASE ORDER #**

**Bill to:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Name of School/Business \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Ship to:**  Check here if same as billing address

Name \_\_\_\_\_

Title \_\_\_\_\_

Name of School/Business \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School/Business Phone (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

School/Business Fax (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

I opt in to receive e-mailed confirmation of my order and news and special offers from Anderson's  
(Please see our policy online at [andersons.com](http://andersons.com))

Please use my e-mail address for confirmation of my order only.

Signature \_\_\_\_\_ Title \_\_\_\_\_

I have read the terms and hereby authorize shipment.

Best Time to Reach Me: \_\_\_\_\_

Best Number or Email to Reach Me At: \_\_\_\_\_

**PURCHASE ORDERS MUST BE ACCOMPANIED BY CATALOG ORDER FORM.**

**PLEASE CHARGE MY**



Card Number \_\_\_\_\_ Expr Date \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Anderson's Customer Rewards \$ \_\_\_\_\_ Rewards dollars **cannot** be combined with any discounts, promotions or Free Shipping.

Page #	Qty	Item #	Item Description	Color	Size	Imprint Design # <small>(page 51 or visit us online)</small>	Imprint Color	Price Each	Total

### Shipping & Processing

Orders are shipped UPS ground service whenever possible. Large orders may be sent via truck. If your order must be sent by air to arrive by the date you need it, you will be billed the actual shipping cost. The following charges are for ground shipments within the continental U.S. (excluding Alaska and Hawaii). Shipments outside this area will be billed actual shipping costs. Themes and kits will incur additional shipping charges.

\$ Amount of Order	\$0.01-15.00	\$15.01-25.00	\$25.01-50.00	\$50.01-75.00	\$75.01-100.00	\$100.01-150.00	\$150.01-200.00	\$200.01-250.00	\$250.01-300.00	\$300.01-400.00	Each add'l \$100.00
Shipping Charge	\$7.95	\$10.95	\$13.95	\$16.95	\$21.95	\$27.95	\$29.95	\$37.95	\$44.95	\$49.95	\$12.95

### Minnesota Sales Tax

\*MN residents in Anoka, Dakota, Ramsey and Washington counties, please add 7.125% sales tax. MN residents in Hennepin county, please add 7.275%. All other MN residents, please add 6.875% sales tax. If tax exempt, please provide a copy of tax exempt certificate.

### Imprinted Items

Please sketch your desired text, text placement and design placement on a separate sheet of paper and mail it in with this order form.

<b>Total This Page</b>	
<b>\$15 Original Design</b> <small>(if applicable)</small>	
<b>Metallic Ink Charge</b> <small>(if applicable)</small>	
<b>SUBTOTAL</b> <small>(add the three boxes above)</small>	
<b>Shipping &amp; Processing</b> <small>(see charges at left)</small>	
<b>SUBTOTAL 2</b>	
<b>Sales Tax (MN only)</b> <small>(see Sales Tax box at left)</small>	
<b>GRAND TOTAL</b>	

_____	Ord #
_____	Agent
_____ Print	Hold
_____ Stock	Quote

## IMPRINT PRODUCTS IN JUST 5 EASY STEPS!

Please submit this form with your order form.

### STEP 1

#### Choose Your Imprint Design

##### Use One Of Our Imprint Designs

Choose an imprint design and enter the imprint design number in the Design # blank at right.

OR

##### Submit Your Own Artwork

You may use your own design for an additional charge of \$15 per item number. Please state "Original Artwork" in the Design # blank at right. Acceptable file formats for original artwork: Illustrator CS4 or CS5 or earlier

NOTE: Please convert your art to paths/outlines and include your font folder in your file. We suggest saving your file to a PDF for any office programs. We are no longer able to accept these programs in their original formats.

Once you have placed your order, e-mail your artwork to [artwork@andersons.com](mailto:artwork@andersons.com), placing only your order confirmation number in the subject line. Keep file size under 10MB. If your file is over 10MB, compress into a ZIP or SIT file. **IMPORTANT: Include only your 7-digit order number in the subject line (do not use # sign).**

### STEP 2

#### Choose Your Typestyle

Choose a typestyle from the list below and enter the number in the Typestyle # blank at right. Please specify Upper/Lower Case (U/L) or All Caps.

- |                                    |                   |                                    |                   |
|------------------------------------|-------------------|------------------------------------|-------------------|
| (1) Let us choose                  |                   | (52) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (3) <b>Helping Children Shine</b>  | (All Caps or U/L) | (64) <i>Helping Children Shine</i> | (All Caps or U/L) |
| (9) <b>Helping Children Shine</b>  | (All Caps or U/L) | (65) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (10) <b>Helping Children Shine</b> | (All Caps or U/L) | (68) <b>HELPING CHILDREN SHINE</b> | (All Caps Only)   |
| (14) <b>Helping Children Shine</b> | (All Caps or U/L) | (83) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (17) <b>Helping Children Shine</b> | (All Caps or U/L) | (91) <i>Helping Children Shine</i> | (All Caps or U/L) |
| (18) <i>Helping Children Shine</i> | (All Caps or U/L) | (92) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (20) <i>Helping Children Shine</i> | (All Caps or U/L) | (94) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (22) <i>Helping Children Shine</i> | (All Caps or U/L) | (95) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (47) <b>Helping Children Shine</b> | (All Caps or U/L) | (96) <i>Helping Children Shine</i> | (All Caps or U/L) |

### STEP 3

#### Choose Your Color

Unless otherwise specified, we offer most standard colors as imprint colors. Please indicate your color choice in the Imprint Color blank at right: black, brown, forest green, kelly green, teal, white, light blue, royal blue, navy, maroon, orange, pastel pink, purple, lavender, violet, red, yellow., metallic silver (\$.55 per piece for glassware only), or metallic gold (\$.55 per piece for glassware only).

### STEP 4

#### Choose Your Layout

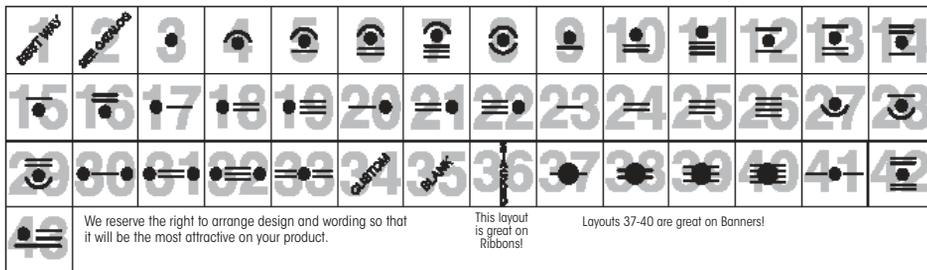
##### Use A Layout Shown Here

Choose a layout from the list below and enter the number in the Layout # blank at right.

OR

##### Use a Catalog Layout

If you would like your imprint to look exactly like an imprint featured on a product in our catalog, enter the layout number (ex: L10.01.01 or L2A) shown near the photo of that product in the Layout # blank at right.



We reserve the right to arrange design and wording so that it will be the most attractive on your product.

This layout is great on Ribbons!

Layouts 37-40 are great on Banners!

### STEP 5

#### Choose Your Background Graphic

Products with this symbol include a background graphic option. Please enter the background graphic number of your choice (visit us at [andersons.com](http://andersons.com) for background graphic options) in the Background Graphic # blank at right.



DESIGN: Yourself

### IMPRINT ORDERING

Item # \_\_\_\_\_  
 Imprint Design # \_\_\_\_\_  
 Typestyle # \_\_\_\_\_  
 Imprint Color \_\_\_\_\_  
 Layout # \_\_\_\_\_  
 Background Graphic # \_\_\_\_\_

#### IMPRINT TEXT

Please write your text exactly as you would like it to appear on your products.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Item # \_\_\_\_\_  
 Imprint Design # \_\_\_\_\_  
 Typestyle # \_\_\_\_\_  
 Imprint Color \_\_\_\_\_  
 Layout # \_\_\_\_\_  
 Background Graphic # \_\_\_\_\_

#### IMPRINT TEXT

Please write your text exactly as you would like it to appear on your products.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## BID PROPOSALS

*Anderson's wants to partner with you!*

If you would like Anderson's to become an approved vendor for your school or school district, please send all bid proposals or necessary paperwork to:

**Attn: Bid Proposals**

Anderson's  
 P.O. Box 1151  
 Minneapolis, MN 55440-1151

**OR Contact Us At**

Email: [vendorrelations@andersons.com](mailto:vendorrelations@andersons.com)