



CALIFORNIA DISTINGUISHED SCHOOL

Master Order Form

Valid Dates: April 18, 2011 - March 2, 2012

(Promote is Open: April 18 - June 30, 2011; September 12 - November 30, 2011; and January 16 - March 2, 2012)

(Promote is Closed: July 1 - September 11, 2011 and December 1, 2011 - January 15, 2012)

A

Contact Information

School _____

Contact Person _____ Title _____

School Phone () _____ Extension _____

Cell Phone (if applicable) () _____

Home Phone (if applicable) () _____

Fax () _____

E-mail address _____

B

Shipping Address

Important: If ordering merchandise that may arrive when school is not in session, indicate address where order may be delivered.

School or District Name _____

Name _____

Address (No P.O. Box) _____

City _____ State _____ Zip _____

This is a: Residence Address

School or Business Address

C

Payment Method

Purchase Order: If paying with a purchase order, your P.O. must accompany this Master Order Form.

Check: If paying with a check, your check must accompany this Master Order Form.

Credit Card: If paying with a VISA or Master Card, fax or mail this Master Order Form with card holder's complete credit card information (below). Incomplete information will delay your order. We will mail a copy of the credit card receipt to the card holder's address shown below. We accept VISA and MC only!

Card Holder's Name _____

Card Holder's Address _____ City _____

Card Holder's Zip Code that the bill is mailed to _____

Phone () _____ Extension _____

Card Number _____

Expiration Date _____

Security Code (on the back of the card - last 3 digits) _____

D

Order Total

Recognition Items subtotal (Page 2 of this Master Order Form) \$ _____

Screened Tee Shirts subtotal (Page 2 of this Master Order Form) \$ _____

Embroidered Shirts subtotal (Page 3 of this Master Order Form) \$ _____

1. Merchandise Total _____ \$ _____

2. Shipping/Handling Charge (10% of Merchandise) (Line 1 x 10%) \$ _____

3. Total (Merchandise + Shipping/Handling Charge) (Line 1 + 2) \$ _____

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Sales Tax Calculation

Tax on merchandise *AND* shipping/handling is required. See CA Reg. 1628, Code Sections 6010.5, 6011, & 6012.

Your county name: _____ Sales tax % _____

4. Sales tax (Multiply Line 3 x your county sales tax %) _____ \$ _____

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5. Order Total (Line 3 total + Line 4) _____ \$ _____

6. Discount of 2% for prepayment with check (subtract 2% of Line 5) \$ _____
Purchase order and credit card payments do not qualify for discount

7. Discount Order Total (only if prepayment with check) (Line 5 - Line 6) \$ _____

E

Send To

17425 Alexandra Way
Grass Valley, CA 95949

Phone: 888 837-6074 (toll free) or
530 274-4430

Fax: 530 274-4431

web: www.promotemarketing.com

e-mail: confirm@promotemarketing.com

Recognition Items

→ Complete these 3 columns. Print school name as you want it to read on merchandise.

Item #	Description	Minimum	Price/Item	Quantity	Name on Merchandise	Extended Price
CP-LPIN99	Lapel Pins - <i>Minimum of 24</i> Quik Ship <i>limited availability</i>	24	\$ 2.85 ea	_____ea	School name is unavailable on lapel pins	\$ _____
CP-CS	1 1/2" 3-Color Stickers Quik Ship	1	\$ 89.00 ea	_____ea	School name is unavailable on stickers	\$ _____
CP-GFS	1 1/4" Gold Foil Stickers Quik Ship	1	\$100.00 ea	_____ea		\$ _____
CP-VERTBANNER	Vertical Banner Quik Ship	1	\$185.00 ea	_____ea	School name is unavailable on vertical banner	\$ _____
CP-SINGLEHW	Single-side Hardware for Vertical Banner	1	\$ 75.00/set	_____/set	School name is unavailable on hardware	\$ _____
CP-DOUBLEHW	Double-side Hardware for Vertical Banner	1	\$100.00/set	_____/set		\$ _____
CP-MAT	Floor Mat	1	\$275.00 ea	_____ea	Print School Name Maximum 2 Lines Imprint-22 Letters & Spaces Per Line	\$ _____
CP-BANNER	Horizontal Banner	1	\$200.00 ea	_____ea	Print School Name	\$ _____
CP-METALSIGN	Deep-Etched Metal and Wood Sign	1	\$315.00 ea	_____ea	Print School Name	\$ _____
CP-BLDGRND	Bronze Circular Building Sign	1	\$840.00 ea	_____ea	Print School Name	\$ _____
CP-BLDGRECT	Bronze Rectangular Building Sign	1	\$690.00 ea	_____ea	Print District Name on Rectangle Sign (if desired)	\$ _____
CP-TABLESET	Table Covering and Personalized Drape Set	1	\$340.00 ea	_____ea	1) Circle Table Cover Color: Royal Blue Midnight Blue Red Burgundy Hunter Green Black 2) Print School Name _____	\$ _____
CP-LANYARD	Lanyard - <i>Minimum of 100 and multiples of 50</i>	100	\$ 3.90 ea	_____ea	1) Circle Lanyard Color: Royal Blue Navy Red Maroon Purple Forest Green Black 2) Put an "X" on Lettering Color: Yellow White 3) Print School Name _____	\$ _____
CP-PENCIL	Pencils - <i>Minimum of 500 and multiples of 100</i>	500	\$.43 ea	_____ea	Print School Name	\$ _____

Recognition Items Total \$ _____


Screened Tee Shirts

1. Write in your school name as you want it to appear on your shirts. →



2. Write in number of shirts you are ordering. You **must** order a minimum of 36 screened shirts on original and repeat orders. →

Promote's Screened logo with your school name

Item No./Description	Color	Adult Unisex Sizes										Ladies Sizes				Extended Price					
		XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL	XS	S	M	L		XL	2XL	3XL	4XL	
Tee Shirt																					TOTAL
100% Cotton	Price		\$9.60	\$9.60	\$9.60	\$9.60	\$12.35	\$14.50	\$16.00	\$17.50	\$18.50		\$9.60	\$9.60	\$9.60	\$9.60	\$12.35	\$14.50	\$16.00		\$ _____
Unisex: CS-PC61 Ladies CS-LPC61	Navy																				\$ _____
	Royal																				\$ _____
	Red																				\$ _____
	Dark Green																				\$ _____
	Purple																				\$ _____
	Black																				\$ _____

Screened Tee Shirt Total \$ _____





Embroidered Shirts

Promote's Embroidered logo with your school name



1. Write in your school name as you want it to appear on your shirts. →

2. Write in number of shirts you are ordering. You **must** order a minimum of 12 embroidered shirts on original and repeat orders. →

Item No./Description	Color	Adult Unisex Sizes										Ladies Sizes								Extended Price	
Item No./Description	Color	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL	XS	S	M	L	XL	2XL	3XL	4XL	TOTAL	
Piqué Knit Sport Shirt 100% Cotton Unisex: CE-K420 Ladies: CE-L420 	<i>Size</i>	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL	XS	S	M	L	XL	2XL	3XL	4XL		
	<i>Price</i>	\$28	\$28	\$28	\$28	\$28	\$30	\$31	\$33	\$35	\$37	\$28	\$28	\$28	\$28	\$28	\$30	\$31	\$33		
	White																			\$ _____	
	Royal Blue																			\$ _____	
	Navy																			\$ _____	
	Red																			\$ _____	
	Burgundy																			\$ _____	
	Dark Green																			\$ _____	
	Purple																			\$ _____	
	Black																			\$ _____	
Ladies 3/4 Sleeve Sport Shirt 65% Poly/35% Cotton Ladies: CE-L562 	<i>Price</i>											\$29	\$29	\$29	\$29	\$29	\$31	\$33	\$34		
	White																			\$ _____	
	Light Pink	The 3/4 Sleeve Sport Shirt is unavailable in Adult Unisex sizes																		\$ _____	
	Light Blue																			\$ _____	
	Royal																			\$ _____	
	Navy																			\$ _____	
	Red																			\$ _____	
Black																			\$ _____		
Unisex Full-Zip Sweatshirt 60% Poly/40% Cotton Unisex: CE-F259 	<i>Price</i>	\$35	\$35	\$35	\$35	\$35	\$37	\$42	\$44	The Unisex Full-Zip Sweatshirt is unavailable in sizes 5XL and 6XL											
	Athletic Heather												The Unisex Full-Zip Sweatshirt is unavailable in Ladies sizes								\$ _____
	Charcoal Heather																				\$ _____
	Navy																				\$ _____
	Black																				\$ _____
Hooded Full-Zip Sweatshirt 60% Poly/40% Cotton Unisex: CE-F258 Ladies: CE-L265 	<i>Price</i>	\$37	\$37	\$37	\$37	\$37	\$39	\$43	\$45	\$48	\$50	\$37	\$37	\$37	\$37	\$37	\$39	\$43	\$45		
	Pink	Pink is unavailable in the Adult Unisex Sizes																		\$ _____	
	Athletic Heather																			\$ _____	
	Royal																			\$ _____	
	Navy																			\$ _____	
	Red																			\$ _____	
	Brown																			\$ _____	
	Black																			\$ _____	
	Dark Green											Dark Green is unavailable in the Ladies Sizes								\$ _____	

Embroidered Shirt Total

\$ _____



California Distinguished School

General Information

General Information

Catalog Valid Dates - Open and Closed Dates of Service

- **Valid Dates:** This catalog is valid April 18, 2011 - March 2, 2012.
 - **Open Dates:** April 18 - June 30, 2011; September 12 - November 30, 2011; and January 16 - March 2, 2012.
 - **Closed Dates:** July 1, 2011 - September 11, 2011 AND December 1, 2011 - January 15, 2012.
- Place your orders so that they arrive prior to our closure dates since your orders will not be processed until our return.

Standard Delivery Time - (Personalized merchandise)

Allow 4 weeks from the date your order is received at *Promote* for delivery. The bronze outdoor seals can take up to 6 weeks for delivery. Sorry, we are unable to "rush" orders that must be manufactured.

Quik Ship Delivery Time - (Unpersonalized merchandise)

Quik Ship items are *not* imprinted with your school name. *Promote* processes **Quik Ship** orders within 2 business days after the receipt of your order. Expect delivery of **Quik Ship** merchandise within 4-5 business days.

Shipping and Handling Charges

Shipping and handling charges are always 10% of your merchandise total.

California Sales Tax

The California State Board of Equalization requires *Promote* to charge sales tax based on your local city/county sales tax percentage. They require that you calculate your sales tax on the combined total of your merchandise **and** shipping/handling. Their regulation applies when a flat shipping/handling rate is used for catalog sales. Refer to Ca. Reg. 1628, Code Sections 6010.5, 6011, and 6012.

Discounts

A 2% discount applies when you prepay for your order with a check. To take advantage of this discount you must **mail** your check and order together. *Schools using purchase orders or credit cards cannot take advantage of this discount.*



When Paying with a Check

Mail *only* one (1) collective check for your total order. We *do not* accept multiple checks with your order.

Returns

We willingly accept returns if your merchandise is damaged, if your school name is spelled differently from your specifications, or if your merchandise does not match the description in this catalog or on our website. Contact *Promote* within two weeks of delivery for assistance.

Ordering Information

1. Decide how you are going to pay for your merchandise.
 - **Check:** prepay by mailing a check along with your completed Master Order Form (which qualifies you for a 2% discount). Send one check *only*. Although this method is a few days slower, it is the most cost effective.
 - **Purchase order:** submit a student body purchase order or a district purchase order along with your completed Master Order Form. Fax or mail these orders. Purchase Order orders *do not* qualify for the 2% discount.
 - **Credit Card:**   Fax or mail your completed Master Order Form which includes your credit card information. We *do not* take orders over the phone. Credit card orders *do not* qualify for the 2% discount. VISA and MC *only*.
2. Fill out the Master Order Form and *keep a copy for yourself*. You will need your copy to count in and compare the merchandise you receive with the quantities you ordered.
3. If ordering shirts, after they arrive, count your shirts in using your copy of the Master Order Form. Compare the shirts you received against your copy of the Master Order Form that you submitted to *Promote*. *Do not* count your shirts by comparing them to any other school tally or by comparing them to individual order form sheets from staff or students.

Promote Marketing Concepts, Inc.

17425 Alexandra Way

Grass Valley, CA 95949-7187

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web: www.promotemarketing.com

(888) 837-6074 (toll free phone)

(530) 274-4430 (local phone)

(530) 274-4431 (fax)