



SCHOOL TOOL BOX

2020 Ship-to-Home Agreement

School Name _____

City _____ State _____

School Phone Number _____ Fax _____

_____ **Initials. GENERAL** – An order is confirmed when a finalized price quote is approved and a signed Quote Summary is received by School Tool Box. Changes to the signed, finalized price quotes are strongly discouraged, as they may affect fundraising or delay the start of your sale.

_____ **Initials. ORDERS** – All orders will be placed online at the School Tool Box website. School Tool Box will assist you in determining your online ordering window (start date). Processing individual orders may require ten days. Expedited processing may be available upon request at an additional charge and at the sole discretion of School Tool Box. Orders may not be cancelled after they have been processed. Orders by phone will not be accepted. Orders may be charged sales tax in states where applicable.

_____ **Initials. DELIVERY** – Orders will be shipped USPS or UPS Ground directly to each customer’s home. Transit time after processing may vary by location. Delivery to P.O. Box addresses is not available.

_____ **Initials. PAYMENT** – Payment will be made by credit card or bank account when the order is placed through the School Tool Box website. Reimbursement to the school for credits generated from the School Tool Box program as a fundraiser will be returned to the school after September 30th.

_____ **Initials. BACKPACKS** – In conjunction with your online sale, customers will be offered the opportunity to purchase backpacks and lunch boxes. School Tool Box is not responsible for guidelines and restrictions regarding the use of backpacks or lunch boxes at your school.

_____ **Initials. DISCOUNTS** – Early Commitment Discount and Referral Rewards are applicable to the School Tool Box program.

_____ **Initials. CANCELLATIONS AND RETURNS** – Orders may only be cancelled prior to processing. Returns are accepted up to 30 days from purchase date. Returned products must be in the condition they were received and in the original box and/or packaging. Items returned after 30 days may be charged a restocking fee.

By my signature below, I have read and understand the policies described above as indicated by my initials at each paragraph for the School Tool Box program.

Coordinator’s Name (please print)

Day Phone

Evening Phone

Coordinator’s Signature

Date

E-mail address

This agreement must be signed and returned with your signed Quote Summary and Prep Sheet. *Please retain a copy for your reference.*

School Tool Box, LLC • 12107 Barber Greene Rd. • DeKalb, IL 60115

Phone 800-952-1119 • Fax 815-895-5717