



2020 Ship-to-School 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, delay the start of your sale or delay delivery.

_____**Initials. ORDERS** – All paper orders must be received in the office of School Tool Box a minimum of eight (8) weeks prior to the requested delivery week. Orders may be charged sales tax in states where applicable.

_____**Initials. DELIVERY** – Delivery to your school will be made by freight truck line or UPS Ground on your requested delivery week. Drivers are contracted to bring the shipment inside the first door, however, someone must be at the school to receive and sign for the delivery as well as move it to the final distribution location.

_____**Initials. EARLY DELIVERY** – If your school desires delivery before July 8th, your complete order must be received by School Tool Box by May 1st (or earlier as determined by School Tool Box). You must notify us by April 1st of your intention for early delivery.

_____**Initials. ONLINE ORDERS** – School Tool Box will assist you in determining your online ordering window (start and end dates). Delivery details are due prior to the close of your school's online store. Requested delivery week will be a minimum of eight (8) weeks following the close of your school's online store. Add-on orders are not accepted. Online orders may not be cancelled after the school store has closed. Orders by phone will not be accepted.

_____**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 AND PAYMENT** – Payment is expected with your order unless advance arrangements have been made with School Tool Box. Discounts are based on your account being paid in full on or before September 30th (postmark on or before September 30th). If account is not paid in full on or before September 30th, all discounts are forfeited. Account balances not paid in full on or before September 30th will be subject to a 1.5% per month fee retroactive to the original invoice date. Payment should be made payable to School Tool Box by either a school check, PTA/PTO check or school district check. Personal, individual checks will not be accepted.

_____**Initials. SHIP-TO-HOME INSTEAD ORDERS** – At the conclusion of your online Ship-to-School sale, your grade-level boxes will be offered to online customers as part of our Ship-to-Home Instead program. Ship-to-Home Instead boxes are available through September 30th at full, retail pricing and do not include any discounts or rewards. Ship-to-Home Instead orders are not packed in keepsake boxes. They will arrive in standard shipping cartons and orders do not include personalized name labels. There may be items in your Ship-to-School boxes that do not transfer to the Ship-to-Home Instead program. Customers will be notified that those items will not be included and will be offered the opportunity to purchase comparable items. Ship-to-Home Instead orders will be shipped USPS or UPS Ground directly to each customer's home within 10 days and transit times vary by location. Orders totaling \$50.00 or more will be shipped for free and orders totaling less than \$50.00 will be charged \$5.99 shipping.

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.*

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