



# STANDARD AGENDA ORDER FORM

9803 Broadway • Phone: 356-8846 • Fax: 805-2761  
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SUBMITTED  
DATE

MISSING ACCT. #'s WILL BE CHARGED TO YOUR DEFAULT ACCT.

|                          |  |                                  |  |
|--------------------------|--|----------------------------------|--|
| (Dept., School, or Org.) | <input type="checkbox"/> BILLING ACCT. # | <input type="checkbox"/> INVOICE | <input type="checkbox"/> ACTIVITY CODE (If applicable) |
| POINT OF CONTACT:        | PHONE NO. AND EMAIL                      | EMAIL ADDRESS:                   | AUTHORIZED SIGNATURE                                   |

| Agenda Editions   |  | COST  |
|---|--|---|
| <input type="checkbox"/> <b>K- 2nd Grade</b><br>Quantity: _____<br><input type="checkbox"/> ENGLISH<br><input type="checkbox"/> ENGLISH / SPANISH<br>(COMBINED) | <input type="checkbox"/> <b>3rd - 5th Grade</b><br>Quantity: _____<br><input type="checkbox"/> ENGLISH<br><input type="checkbox"/> ENGLISH / SPANISH<br>(COMBINED) | <b>ONE SIZE</b><br>73-75 sheets / 145-150 pgs.<br><b>\$5.25</b> |

| Standard TABS  | Standard Coil Color: White |
|--|----------------------------|
| <div>Student Handbook      Daily Agenda      Reading Log      Charts</div> <p><b>K-2nd Grade &amp; 3rd - 5th Grade Standard Tabs</b></p> |                            |

|               |   |   |
|---------------|---|---|
| <b>EXTRAS</b> | <b>POCKET:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Qty:</b> _____<br>(ADDITIONAL COST 50 CENTS PER POCKET)<br><input type="checkbox"/> FRONT <input type="checkbox"/> BACK<br>SPECIAL COMMENTS: _____ | <b>3-HOLE PUNCH:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO<br>(ADDITIONAL COST 20 CENTS PER BOOK)<br>SPECIAL COMMENTS: _____ |
|               | _____   | _____   |
|               | _____   | _____   |
|               | _____   | _____   |

| SHIPPING   |   |
|--|---|
| <input type="checkbox"/> <b>CUSTOMER PICK UP</b><br>CONTACT: _____<br>PH#: _____ | <input type="checkbox"/> <b>CALLER</b><br>CUSTOMER<br>DATE: _____ |
| <input type="checkbox"/> <b>DELIVER BY PONY</b> ATTN: _____                      |   |

| OFFICE USE ONLY  |
|--|
| <b># OF SHEETS:</b> _____ <b>COIL SIZE:</b> _____            |
| <b>ESTIMATED DEADLINE:</b> ____/____/____                    |
| <b>DATE OF DELIVERY:</b> ____/____/____                      |
| Approval tabs: _____ Approval cvr: _____ Approval pgs: _____ |