

## Terms and Conditions

### Early Order Discount

- The Early Order Discount is only granted if the entire Approval Order Form (“Order”), including all contents, is received by the specified date.
- **IMPORTANT:** We must receive ALL material to begin processing your Order. Incomplete orders do not qualify, and discount will be invalidated if materials are received or changes to your supplied material are made after the specified date.

### Proofing Process

- Once we have received your completed and signed Order, we will send you an online proof.
- The turn-around time for proofs is based on season and volume demands. An approval form will accompany the proof which includes a return date. You must approve the proof before the return date to avoid production and shipping delays.
- Customer will receive a proof for any material that requires design. The first proof is free of charge; multiple changes to the original proof(s) may be subject to additional charges.
- It is the customer’s responsibility to check the proofs for errors; overlooked errors, material, or electronic files, inadequately submitted by customer are considered customer errors and we are not liable.

### Ordering

- To begin the printing production of your school planners, we must have a completed, signed order form, as well as an official Purchase Order (“PO”) and ALL material including any required changes.
- The order form must be approved and signed by the responsible individual for making the purchasing decisions of school planners at your institution. Our terms supersede any terms from a PO or written bid, unless otherwise agreed to by both parties.
- If any material arrives after the order is received, the ship date may be adjusted. If you are required to receive deliveries by a specific date, it is your responsibility to place the Order on time. We are not responsible for late deliveries due to any delay
- If Order is cancelled after written commitment, customer will be liable for the either: (i) any actual costs in preparation or production of the Order; or (ii) the proof design fee, whichever is less expensive.

## Customer Deliverables

- The School Planner Company is dedicated to creating high quality customized products. We endeavor to create designs to that specification. Any artwork, images and other data designed by us on behalf of the customer, will remain the property of The School Planner Company, unless agreed in writing that this arrangement has been changed.

## Customer Representations and Warranties

- Customer represents and warrants to School Planner that the materials provided with Order will not infringe or violate the copyrights, trademarks, or other rights of any third parties, and that Customer has the authority to reproduce and distribute (and to authorize School Planner to reproduce and distribute) such materials.
- If customer furnishes any custom material with Order, the customer shall defend, indemnify, and hold School Planner and its affiliates and subsidiaries harmless against any and all claims, demands, and actions, and any liabilities, damages, or expenses resulting therefrom, including court costs and reasonable attorneys' fees, arising out of or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), misappropriation, or otherwise, due to the manufacture, use, or sale of school planners.

## Production Time

- All production begins immediately upon our receipt of the Order.
- Production time does not include weekends, holidays, or shipping time.
- Production time is an estimated guideline and varies due to seasonal demands or other reasonable causes.

## Shipping

- Production time does NOT include shipping time.
- The courier will deliver to front door only and is not responsible for delivering shipments to other rooms or floors of school building, unless higher volume shipments require dock delivery. It is your responsibility to check that the number of packages and content are accurate.
- If applicable, bookmarks are supplied in a separate box and are not attached to the school planners.
- The courier delivers on the date of delivery, specified by customer request. It is your responsibility to ensure that the school is open and accessible to courier (including but not limited to open school gate, front door to school, dock premises, etc.), and that someone is available to receive your shipment. If the courier has no access to school grounds, or if no one was available to receive shipment, the customer is liable to any extra charges, and customer must arrange a new delivery appointment with the courier directly.
- Delivery also takes place during the summer holidays. Please specify on the Order form when the school is open and provide a contact name and phone number.

- We are not responsible for delays in shipping or receipt of an Order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond School Planner Company's control.

### Invoice

- All prices are based on USD currency.
- Invoices will be emailed after the school planner shipment has left our facility.
- Any special requirements regarding the invoice (e.g. change of email recipient address) must be presented before delivery of invoice.

### Reorders

- A Reorder is a subsequent Order requesting planners during the same school year. On the original Order, we recommend ordering extra to account for unexpected and late student enrollment.
- Reorders can be made at any stage in writing; the minimum order quantity is 50.