



LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES
PROCUREMENT DIVISION
21000 Education Court, Suite #301
Ashburn, VA 20148
Phone (571) 252-1270 Fax (571) 252-1432

March 1, 2025

Contract Information

Title:	Student Planners
IFB/RFP Number:	R22280
Supersedes:	R16108
Vendor Name:	See attached Vendor List for Multiple awards
Debarment Form:	Required: No Form on File: Not Applicable
Contractor Certification: Virginia Code 22.1-296.1 ...the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.	Required: Yes Form on File: Yes
Pricing:	See attached Pricing Sheet(s)
Contract Period:	March 1, 2025 — February 28, 2026
Contract Renewal Number:	3
Number of Renewals Remaining:	1
Procurement Contact:	Hind Zegoud
Procurement Director:	Andrea Philyaw



LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES
PROCUREMENT AND RISK MANAGEMENT SERVICES

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February 14, 2022

NOTICE OF AWARD

RFP #R22280 STUDENT PLANNERS

Loudoun County Public Schools awards RFP #R22280 STUDENT PLANNERS, to: School Datebooks of Lafayette, IN, School Mate of Kearney, NE, and Success by Design of Wyoming, MI.

We appreciate your interest in being of service to the Loudoun County Public Schools.

Andrea Philyaw
Procurement Director

RFP #R22280 STUDENT PLANNERS
AWARDED VENDORS

OFFEROR	CONTACT	PHONE	EMAIL	ADDRESS	REFERENCE #
School Datebooks	Tara Johnson	(800) 705-7526	tara.johnson@schooldatebooks.com	2880 US HWY 231 South Lafayette, IN 47902	Must state LCPS contract RFP #R22280 and request free shipping when ordering
School Mate	Cari Greenough	(800) 516-8339	planner@schoolmate.com	PO Box 2110 Kearney, NE 68848	Must state LCPS contract RFP #R22280 and request free shipping when ordering
Success By Design	Megan Walker	(800) 327-0057	megan@successbydesign.com	3741 Linden Ave. SE Wyoming, MI 49548	Must state LCPS contract RFP #R22280 and request free shipping when ordering



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CONTRACT MODIFICATION

Date: November 4, 2024

Contract No.: RFP #R22280

Modification No.: 3

Contractor: **SCHOOL DATEBOOKS**
2880 U.S. Hwy 231 S. Suite 200
Lafayette, IN 47909
CONTACT: Tara Johnson
PH: 800-705-7526 ext. 217
Tara.Johnson@schooldatebooks.com

SUBJECT: CONTRACT RENEWAL FROM MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

By mutual agreement, contract RFP #R22280, **Student Planners** is renewed for a period of one year from **March 1, 2025 through February 28, 2026**, in accordance with section 8.2 of the contract. The Terms and Conditions will be as specified in the original contract. This is the third of four possible renewals on this contract.

SCHOOL DATEBOOKS

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: *Tara Johnson*
AUTHORIZED SIGNATURE

BY: *Andrea Philyaw*
AUTHORIZED SIGNATURE

TITLE: *Territory Sales Rep*

TITLE: Director of Procurement and Risk Management

DATE: *4/4/24*

DATE: 11/10/24



Loudoun County Public Schools

Procurement Services

Re: Bid of RFP# R22280

Good afternoon Ms. Calderwell,

Thank you for sending a bid request for student planners to us for 2025-2026 school year. Pricing from School Datebooks for Loudoun County Public Schools this year will be **5% off any planner, plus free shipping.**

For information on all our planners see the attached catalog or visit our website at <https://schooldatebooks.com/> There you can see all lines of our student planner products plus our cover selection for 2023-2024 school year.

If you have any questions, please reach out to me at 800-705-7526 or tara.johnson@schooldatebooks.com. I am available each day from 8:30AM to 4:30PM EST. We look forward to working with you.

Sincerely,

Tara Johnson

Territory Sales Representative- SDI Innovations

■ 800-705-7526 ext 1217

■ 360-510-2955 cell

SDI Innovations – the company behind:

■ [School Datebooks](#)

■ [STEM Education Works](#)

■ [Eventlink®](#)

800.705.7526 • 2880 Old U.S. Highway 231; Lafayette, Indiana 47909-2874 • www.schooldatebooks.com



powered by sdinnovations

2025 Create 8.5x11 Contract

Order online @ schooldatebooks.com

2880 Old U.S. Hwy. 231 S.
Lafayette, IN 47909-2414
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Loudoun County Public Schools
21000 Education Ct
Broadlands, VA 20148

Administrator

Phone: _____
Fax: _____
Email: _____

Contact

Ms. Pixie Calderwood, Senior
Procurement Specialist
Phone: (571) 252-1433
Cell/Summer Number: _____
Email: pixie.calderwood@lcps.org

Date: 11/4/2024

Sales Rep: Tara Johnson

tara.johnson@schooldatebooks.com

Account Manager: Amanda Soulligne

amanda@schooldatebooks.com

Billing and Shipping

Bill To PO#:
Loudoun County Public Schools
Ms. Pixie Calderwood
21000 Education Ct
Broadlands, Virginia 20148
United States
Email: pixie.calderwood@lcps.org

Ship To Loudoun County Public Schools
Ms. Pixie Calderwood
21000 Education Ct
Broadlands, Virginia 20148
United States
Phone: (571) 252-1433
Email: pixie.calderwood@lcps.org

Desired Delivery Date: _____ (Required)

Earliest Delivery Date: _____ OR ☐ Ship When Ready

(do not complete if 'Ship When Ready' is checked)

Do not check if summer hours or budget deadlines restrict delivery.

No deliveries prior to 5/1/2025. To allow for transit time, a 2-week window between the Earliest Delivery Date and Desired Delivery Date is required.

Product	#Books	# Custom Pages	Cost/Book	Base Cost
Create 8.5x11	350	8	\$2.58	\$903.00

FastTrack Pricing

FastTrack	\$903.00	x	0%	\$0.00
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Discounts

*Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$903.00	x	0.00	-\$0.00
4% Discount for contracts received by 11/1/24*	\$903.00	x	0.04	-\$36.12
3% Discount for contracts received by 12/13/24*	\$903.00	x	0.00	-\$0.00
2% Discount for contracts received by 4/11/25*	\$903.00	x	0.00	-\$0.00
1% School District Discount	\$903.00	x	0.01	-\$9.03

Cover Options

(View Covers Here)

Personalized Cardstock	Personalized cardstock covers featuring your school name and logo in black ink	\$0.00	x	350	\$0.00
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Cover Details

Circle Your Design Selection

Text Line 1: _____

Text Line 2: _____

SDI Mascot: _____ *list mascot name here

Submitting OWN Mascot: upload to Zone

Enhancements

Vinyl pocket page	\$0.50	x	0	\$0.00
Stickers (per sheet)	\$0.50	x	0	\$0.00
Card-stock hall pass	\$0.25	x	0	\$0.00
Full Color handbook	\$0.24	x	0	\$0.00

Accessories

Wall chart	\$7.00	x	0	\$0.00
This Week Marker (Minimum order of 25)	\$0.30	x	0	\$0.00
Teacher Lesson Plan and Grade Book (Minimum order of 25)	\$4.95	x	0	\$0.00

Sub-Total* **\$857.85**

Shipping and Handling: 15% , Shipping Discount of 15% Applied, Loudoun Bid Date applies to contiguous US/Canada only. International shipping rates may vary and are subject to change after 30 days.

S&H: \$0.00

Sales Tax: 0.060000 Exempt#: On File

Tax: \$0.00

* Net 30 (Net due within 30 days from invoice date)*

* Sales tax will be added if applicable.

Total (USD) **\$857.85**

Pricing valid through 12/31/2024

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to meet the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the expiration of the contract.

In the event that an item on this contract is impacted by tariffs, SDI may impose a surcharge in the amount of the tariff. SDI will notify you if your order will be impacted.

*SDI reserves the right to request prepayment prior to processing an order.

☐ One-Year Contract

We agree to purchase datebooks from School Datebooks for the year of 2025-2026.

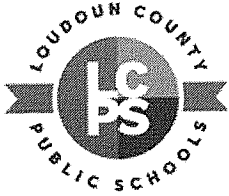
☐ Three-Year Contract

We agree to purchase datebooks from School Datebooks for the years of 2025-2026, 2026-2027, 2027-2028 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract. (*Shipping rate subject to change after initial year)

Date

Signed (School Administrator)

Title



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CONTRACT MODIFICATION

Date: November 4, 2024

Contract No.: RFP #R22280

Modification No.: 3

Contractor: **SCHOOL MATE**
PO Box 2110
Kearney, NE 68848
CONTACT: Cari Greenough
PH: 800-516-8339
FAX: 800-570-1767
planner@schoolmate.com

SUBJECT: CONTRACT RENEWAL FROM MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

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SCHOOL MATE

BY: *Cari Greenough*
AUTHORIZED SIGNATURE

TITLE: *Customer Service Manager*

DATE: *11-8-24*

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: *Andrea Philyaw*
AUTHORIZED SIGNATURE

TITLE: Director of Procurement and Risk Management

DATE: *11/15/24*

School Mate Products



2025 2026



Planners 2

Planner Covers 14

Options and Aids 18

**Planner Pricing,
Shipping, and Terms 20**

Folders 22

Folder Covers 24

Folder Pockets 28

**Folder Pricing,
Shipping, and Terms 29**

Classroom Book Publishing 30

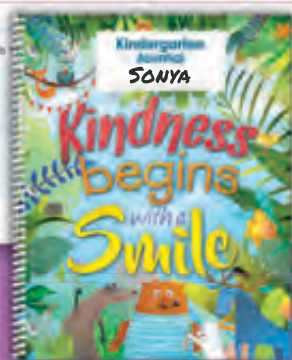
Blank Books and Journals 31

2025-2026

Kindergarten Journal



KGA



FREE KGA Value Cover

Kindergarten Journal Details

- Size: 8³/₈" x 10³/₄"
- 96 full-color pages
- 3-hole drilled and plastic coil bound
- Resource pages, including American Sign Language
- Letter, number, and Sight Words practice activities
- Parent-Teacher Comments section
- Brain building activities for preschool and kindergarten

[View full journal online](#)

Value Planner Details KGA PRA

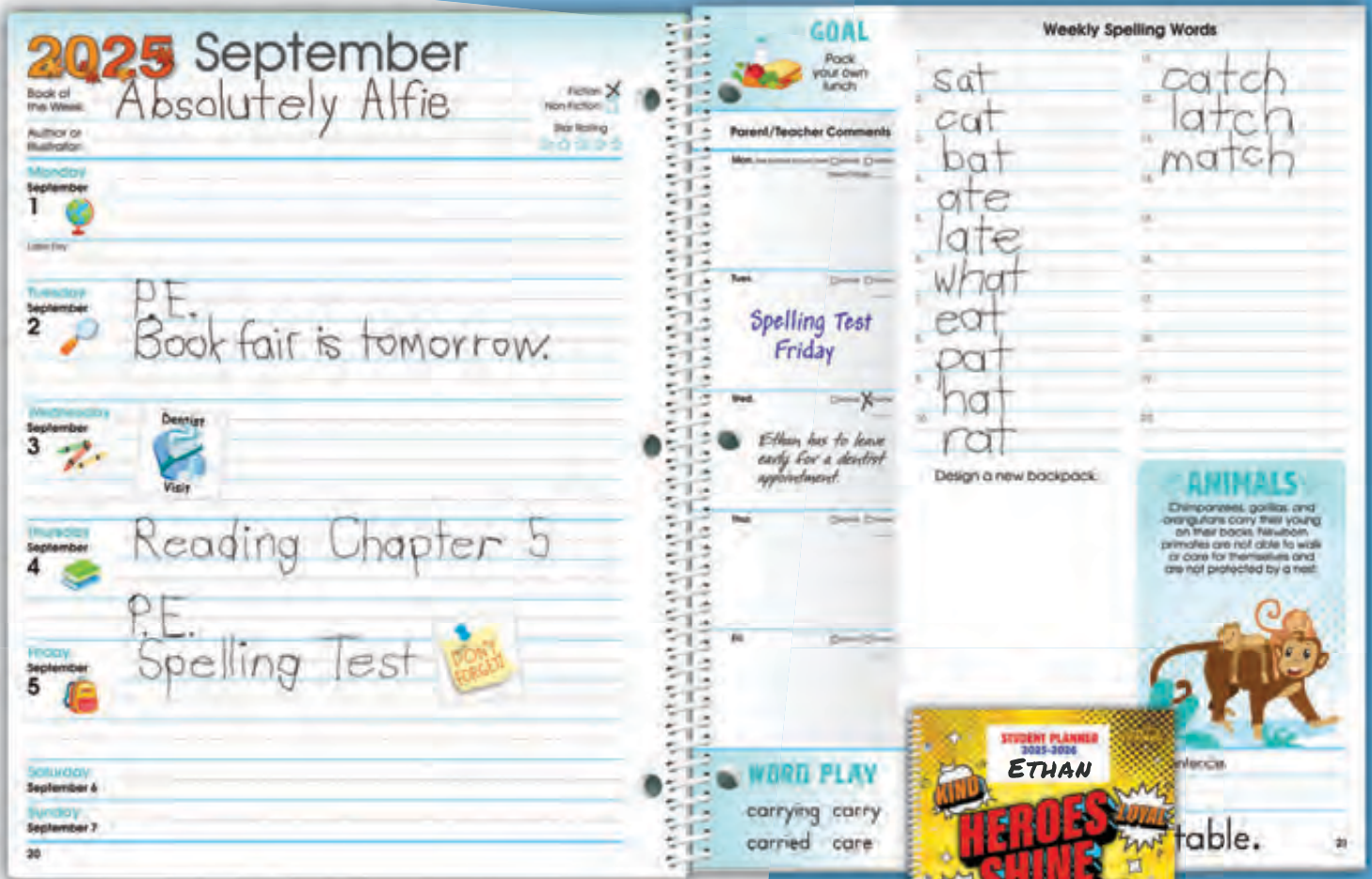
- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve*™ design (p. 17)

Custom Planner Details KGB PRB

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details KGC PRC

2025-2026 Primary Planner



- Pricing (p. 20)
- Vinyl Pouch (included **FREE**)
- Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)
- Production time and delivery information (p. 21)

- Pricing (p. 20)
- Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
- Vinyl Pouch (included **FREE**)
- Available Options and Teacher Editions (p.18-19)
- Production time and delivery information (p. 21)

- Add any number of handbook pages: maps, ads, calendars, etc. (download templates and guidelines at schoolmate.com)
- 4¢ per page per journal or planner; 1 page = 1 side of a sheet of paper (example: 10 handbook pages = 40¢ per journal or planner)



FREE PRA Value Cover

Primary Planner Details

- Size: 8³/₈" x 10³/₄"
- 104 full-color pages
- Dated Aug. 4, 2025- June 28, 2026
- 3-hole drilled and plastic coil bound
- STEAM content
- Resource and activity pages
- Parent-Teacher Comments section
- Section for 20 Weekly Spelling Words

View full planner online

2025-2026

Elementary Planner



ELA

FREE ELA Value Cover

Elementary Planner Details

- Size: 8³/₈" x 10³/₄"
- 104 full-color pages
- Dated July 31, 2025 - June 28, 2026
- 3-hole drilled and plastic coil bound
- STEAM content
- Weekly matrix format
- Preprinted core subjects and one blank
- Resource pages
- Parent-Teacher Comments section
- Section for 25 Spelling Words

View full planner online

Value Planner Details ELA MSA

- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve*™ design (p. 17)

Custom Planner Details ELB MSB

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details ELC MSC

2025-2026 Middle School Planner



- Pricing (p. 20)
 - Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)
 - Production time and delivery information (p. 21)
-
- Pricing (p. 20)
 - Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
 - Available Options and Teacher Editions (p.18-19)
 - Production time and delivery information (p. 21)
-
- Add any number of handbook pages: maps, ads, calendars, etc. (download templates and guidelines at schoolmate.com)
 - 4¢ per page per planner; 1 page = 1 side of a sheet of paper (example: 10 handbook pages = 40¢ per planner)

FREE MSA Value Cover

Middle School Planner Details

- Size: 8³/₈" x 10³/₄"
- 112 full-color pages
- Dated July 28, 2025 - June 28, 2026
- 3-hole drilled and plastic coil bound
- STEAM content
- 8 subject weekly matrix format
- Monthly planning pages
- Preprinted core subjects and three blank
- Motivational quotes and study tips
- Resource pages

View full planner online

2025-2026

Navigator Planner



NVA

FREE NVA Value Cover

Navigator Planner Details

- Size: 8³/₈" x 10³/₄"
- 112 full-color pages
- Dated July 28, 2025- June 28, 2026
- 3-hole drilled and plastic coil bound
- STEAM content
- 8 subject weekly matrix format
- Monthly planning pages
- Preprinted core subjects and four blank
- Weekly Hall Pass, Goals, and Notes
- Resource pages

[View full planner online](#)

Value Planner Details NVA HSA

- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve*™ design (p. 17)

Custom Planner Details NVB HSB

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details NVC HSC

2025-2026 High School Planner



- Pricing (p. 20)
- Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)
- Production time and delivery information (p. 21)

- Pricing (p. 20)
- Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
- Available Options and Teacher Editions (p.18-19)
- Production time and delivery information (p. 21)

- Add any number of handbook pages: maps, ads, calendars, etc. (download templates and guidelines at schoolmate.com)
- 4¢ (NVC) or 3¢ (HSC) per page per planner; 1 page = 1 side of a sheet of paper (example: 10 handbook pages = 40¢ or 30¢ per planner)

FREE HSA Value Cover

High School Planner Details

- Size: 5³/₈" x 8³/₈"
- 144 full-color pages
- Dated July 28, 2025 - June 28, 2026
- Plastic coil bound
- STEAM content
- Weekly and monthly planning pages
- Weekly Hall Pass, Goals, and Notes
- Motivational quotes and study tips
- Resource pages

View full planner online

2025-2026

Dated Agenda



AGA

FREE AGA Value Cover

Dated Agenda Details

- Size: 7" x 9"
- 112 full-color pages
- Dated July 28, 2025 - June 28, 2026
- 2-hole drilled and plastic coil bound
- 8 subject weekly matrix format
- Preprinted core subjects and three blank
- Priority/Check-off space
- Hall Pass (4 pages), Goals, and Notes
- Motivational quotes and study tips
- Resource pages

View full agenda online

Value Agenda Details

AGA UDA

- 25 minimum order for Dated Agendas, 60 minimum order for Undated Agendas
- Value Cover printed on cardstock with plastic lamination (as shown)

Custom Agenda Details

AGB

(Customization not available for Undated Agendas)

- 60 minimum order
- Choose a full-color stock cover, religious cover, or custom cover with school name/mascot. Cover printed on cardstock with plastic lamination (p. 15-17)

Custom Agenda + Handbook Details

AGC

Undated Agenda



- Pricing (p. 20)
- Cardstock back cover with *Dream, Plan, Achieve™* design (p. 17)
- Options: Page Marker Rulers and Wall Charts (p.18-19), Teacher Editions (Dated Agendas only - p. 19)
- Production time and delivery information (p. 21)

- Pricing (p. 20)
- Cardstock back cover with *Dream, Plan, Achieve™* design or customize with your own design (p. 17)
- Available Options and Teacher Editions (p.18-19)
- Production time and delivery information (p. 21)

- Add any number of handbook pages: maps, ads, calendars, etc. (download templates and guidelines at schoolmate.com)
- 3¢ per page per agenda; 1 page = 1 side of a sheet of paper (example: 10 handbook pages = 30¢ per agenda)



UDA

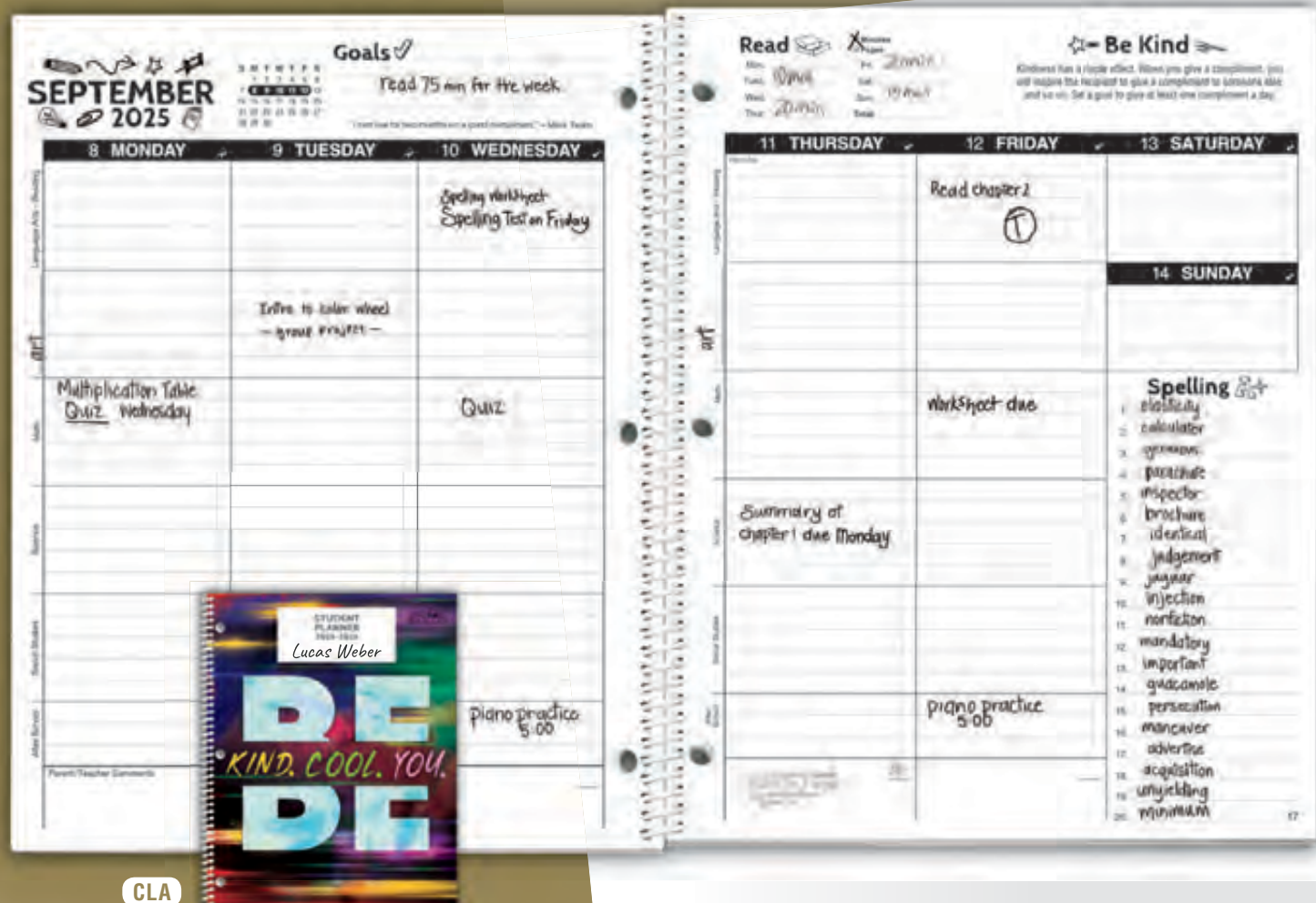
FREE UDA Value Cover

Undated Agenda Details

- Size: 7" x 9"
- 112 full-color pages
- 48 planning weeks
- 2-hole drilled and plastic coil bound
- 8 subject weekly matrix format
- Preprinted core subjects and three blank
- Priority/Check-off space
- Hall Pass (4 pages), Goals, and Notes
- Motivational quotes and study tips
- Resource pages

View full agenda online

2025-2026 Classic Planner



CLA

FREE CLA Value Cover

Classic Planner Details

- Size: 8³/₈" x 10³/₄"
- 96 black-and-white pages
- Dated July 28, 2025 - June 28, 2026
- 3-hole drilled and plastic coil bound
- Weekly matrix format
- Preprinted core subjects and one blank
- Assignment check-off boxes, weekly reading log, section for 20 Spelling words, etc.
- Resource pages

View full planner online

Value Planner Details CLA SRA

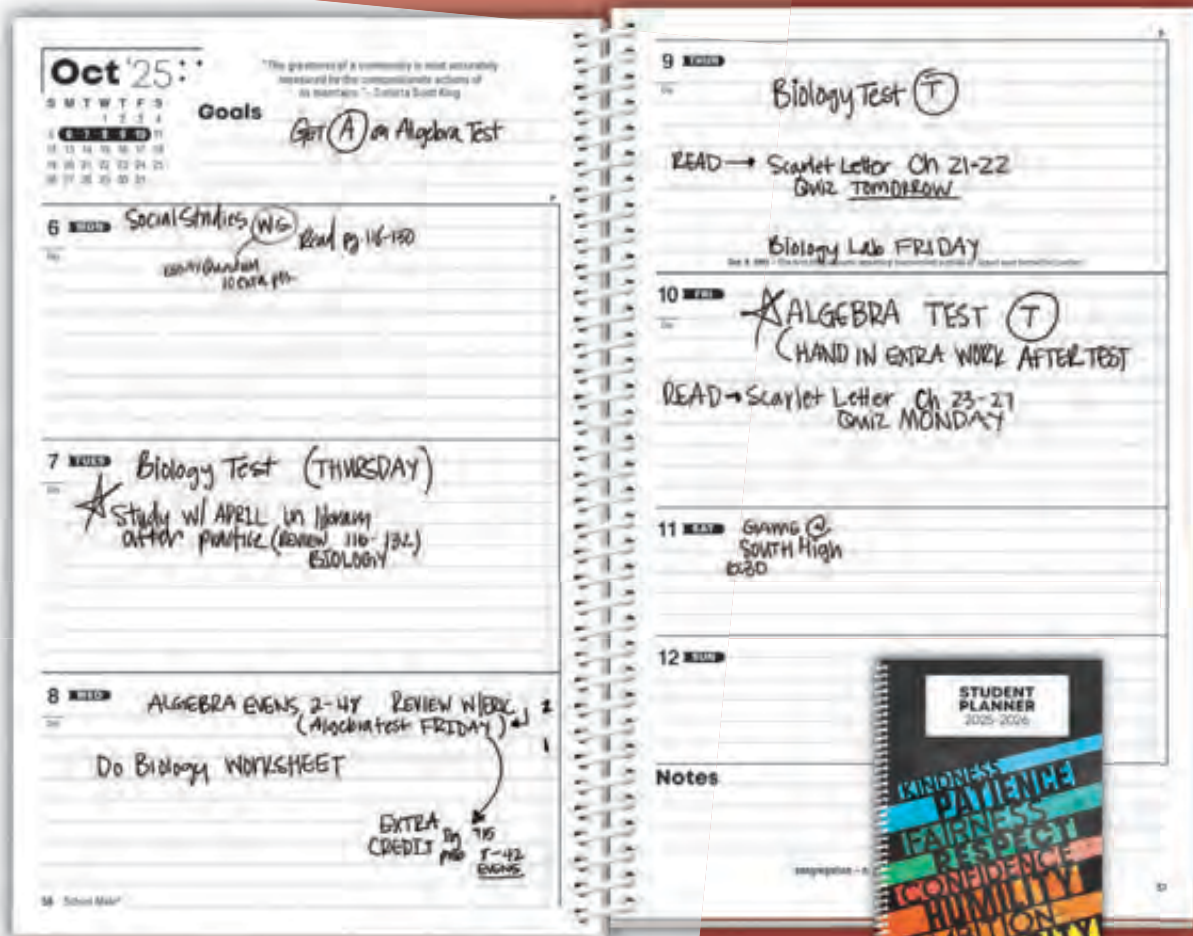
- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve*™ design (p. 17)

Custom Planner Details CLB SRB

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details CLC SRC

2025-2026 Scholar Planner



- Pricing (p. 20)
- Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)
- Production time and delivery information (p. 21)

- Pricing (p. 20)
- Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
- Available Options and Teacher Editions (p.18-19)
- Production time and delivery information (p. 21)

- Add any number of handbook pages: maps, ads, calendars, etc. (download templates and guidelines at schoolmate.com)
- 4¢ (CLC) or 3¢ (SRC) per page per planner; 1 page = 1 side of a sheet of paper (example: 10 handbook pages = 40¢ or 30¢ per planner)



SRA

FREE SRA Value Cover

Scholar Planner Details

- Size: 5 $\frac{3}{8}$ " x 8 $\frac{3}{8}$ "
- 128 black-and-white pages
- Dated July 28, 2025 - June 28, 2026
- Plastic coil bound
- Weekly and monthly planning pages
- Motivational quotes and study tips
- Resource pages

View full planner online

2025-2026 School Events Target Agendas



Target School Events Agenda Details

- Size: 7" x 9"
- 136 one-color pages
- Two formats to choose from
- 52 weeks
- Choose start date: 6/2, 6/30, 7/28, or 9/1
- 2-hole drilled and plastic coil bound
- Weekly and monthly planning pages
- Four Hall Pass pages

View full agenda online

Custom Agenda Details TB QB

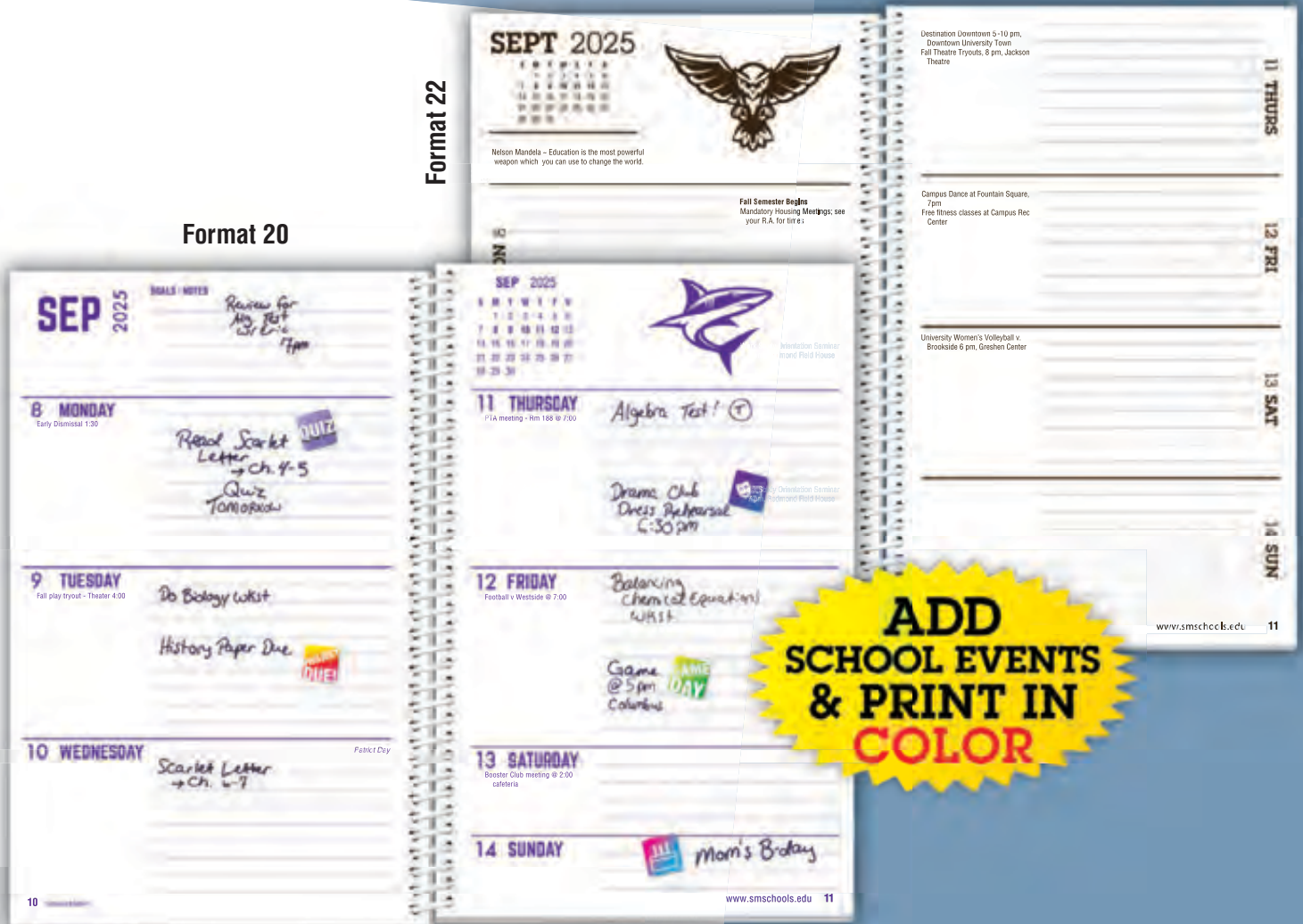
- 100 minimum order
- Add school events and holidays with the option to include your own
- Add school mascot, web address, motivational quotes, study tips, scripture, historical events, or custom content
- Build and order online
- Pricing (p. 20)

Custom Agenda + Handbook Details TC QC

2025-2026 School Events Quest Agendas

Format 22

Format 20



- Choose one ink color (55¢ per agenda) otherwise printed in black-and-white
- Choose a full-color stock cover, religious cover, or custom cover with school name/mascot. Cover printed on cardstock with plastic lamination (p. 15-17)
- Cardstock back cover with *Dream, Plan, Achieve™* design or customize with your own design (p. 17)
- Available Options (p. 18-19)
- Production time and delivery information (p. 21)

- Add any number of handbook pages: maps, ads, calendars, etc. (download templates and guidelines at schoolmate.com)
- 3¢ per page per agenda; 1 page = 1 side of a sheet of paper (example: 10 handbook pages = 30¢ per agenda)

Quest School Events Agenda Details

- Size: 5 $\frac{3}{8}$ " x 8 $\frac{3}{8}$ "
- 136 one-color pages
- Two formats to choose from
- 52 weeks
- Choose start date: 6/2, 6/30, 7/28, or 9/1
- Plastic coil bound
- Weekly and monthly planning pages
- Four Hall Pass pages

View full agenda online

Full-Color Planner Covers

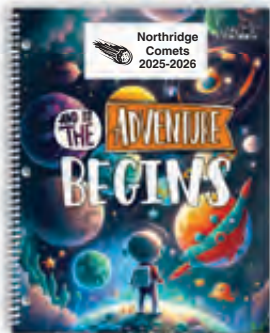
FREE with Custom Planners & Agendas

- Covers include school name and mascot in black ink (provide clear copy of school mascot or select from our online mascot library).
- Covers are preprinted and **cannot be changed**.
- Cover choices and wording not available if ordering Value Planners, Value Dated Agendas, or Undated Agendas.

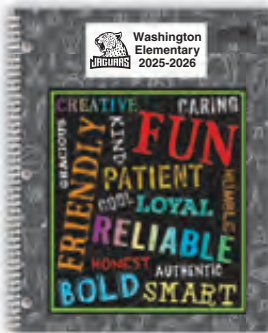
P = Poly-Pro™ made from sturdy plastic; FC = 12-pt. cardstock with plastic lamination

Kindergarten, Primary, Elementary, Middle School, Navigator, and Classic Planners

Available with Custom Planners **KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC CLB CLC**



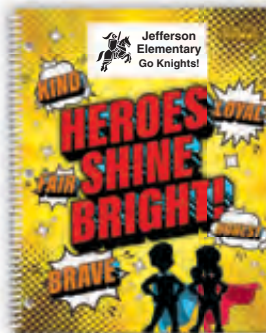
P853



P852



P851



P850



P849



P848



P847



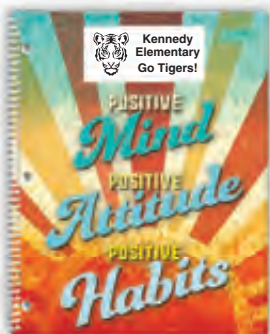
P845



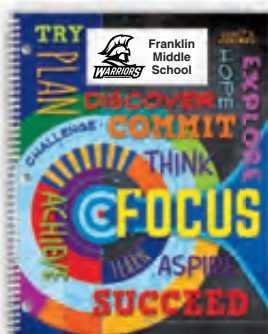
P844



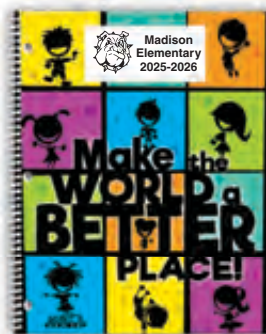
P843



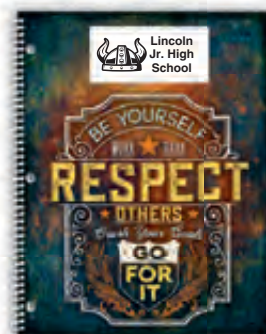
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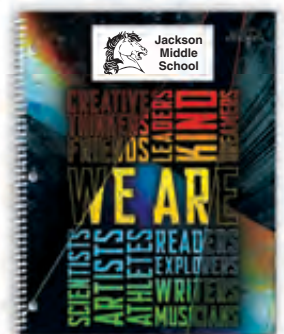
P834



P831



P829



P827

High School and Scholar Planners

Available with Custom Planners **HSB HSC SRB SRC**



PHS78



PHS77



PHS72

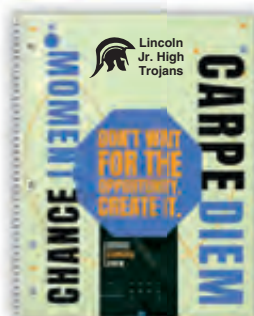


Dated Agendas and School Events Agendas

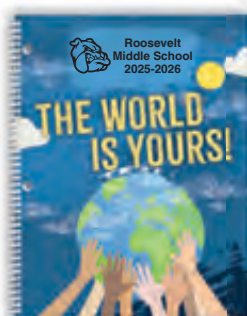
Available with Custom Agendas **AGB AGC TB TC QB QC**



FC79



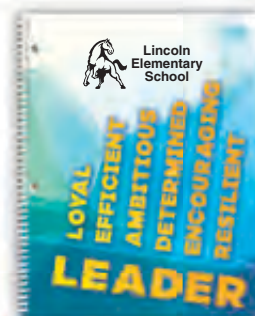
FC78



FC77



FC76



FC75

Religious Covers

Available with Custom Planners and Agendas

Religious covers for **Planners** are printed on 80-lb. matte paper and include **FREE Dura-Vue™** plastic cover overlays (see right).

KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC CLB CLC SRB SRC

Religious covers for the **Dated Agenda** and **School Events Agendas** are printed on 12-pt. cardstock with plastic lamination.

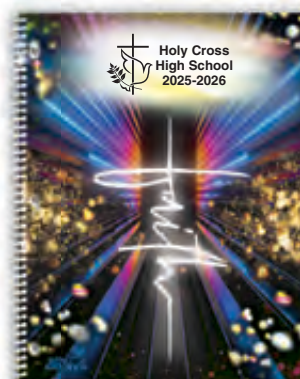
AGB AGC TB TC QB QC



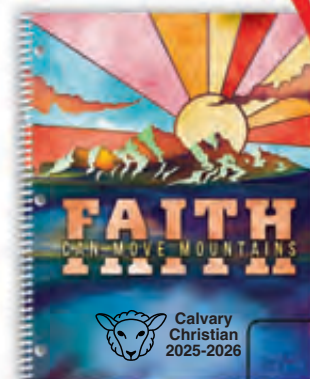
R44



R43



R42



R41

FREE Dura-Vue™ plastic cover overlay (not available with Agendas).



Custom Design Planner Covers

- Covers include school name and mascot (provide clear copy of school mascot or select from our online mascot library).
- Use your own press-ready design (Planner Custom Cover Guidelines available online) or a School Mate® design with your chosen ink(s), mascot, school name, and photo (for covers F4 – F8).
- Custom planner cover designs are printed on 80-lb. matte paper and include **FREE Dura-Vue™** plastic cover overlay (p. 15).
- **Dated Agenda** and **School Events Agenda** custom cover designs are printed on 12-pt. cardstock with plastic lamination.

Available with Custom Planners and Agendas

KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC AGB AGC CLB CLC SRB SRC TB TC QB QC

One-Color Covers – **FREE**



C54



C53



C52



C51

Multicolor Covers – **25¢/planner (\$40 min.)**

Choose two standard inks (below)



T54



T53



T52



T51

Standard Inks

Due to the printing process, colors shown may vary slightly from actual printed colors. Printed cover colors can also vary from year to year.



Customizable Colors (online only)

Visit our website to build your cover with any custom color.



Photo Covers – 25¢/planner (\$40 min.)

- Choose two inks (p. 16)
- Use your own photo or visit our Mascot Libraries to use one of our photos or mascots. See *Planner Digital Image Specifications* in our Download Center at schoolmate.com.

Available with Custom Planners and Agendas

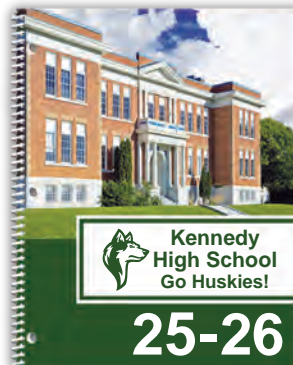
KGB PRB ELB MSB NVB HSB AGB CLB SRB TB QB
KGC PRC ELC MSC NVC HSC AGC CLC SRC TC QC



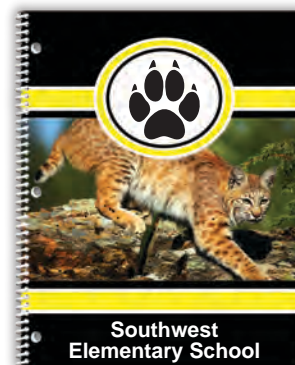
F4



F5



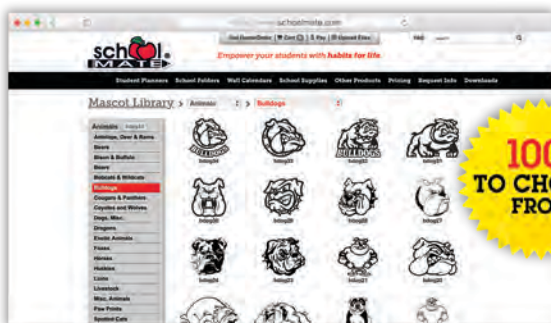
F6



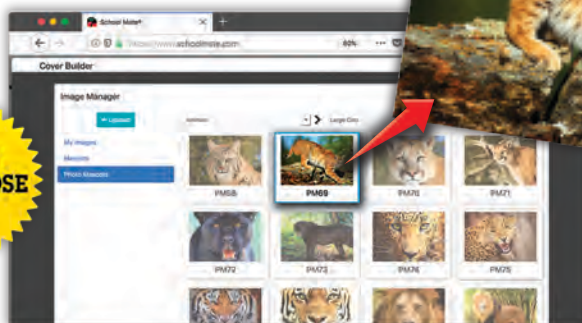
F8

Mascot & Photo Mascot Library

View all available mascots at schoolmate.com.



100s
TO CHOOSE
FROM



Back Covers – FREE

- All planners and agendas include our *Dream, Plan, Achieve™* back cover design (design and colors may vary).

(8 3/8" x 10 1/2")



(7" x 9")

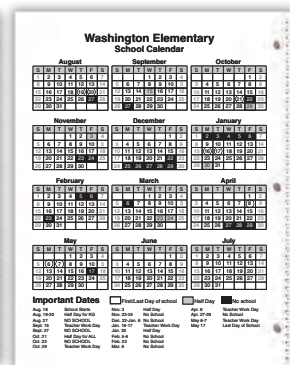
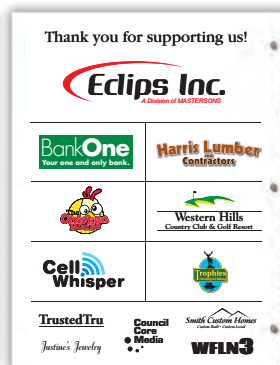
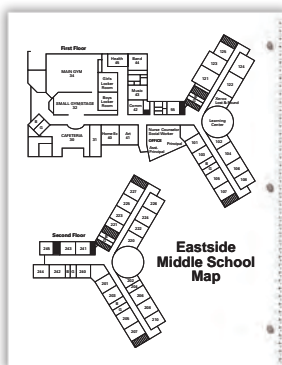
(5 3/8" x 8 3/8")

Custom Back Cover Printing – 25¢/planner (\$40 min.)

- Custom back covers are printed on 12-pt. cardstock with plastic lamination.
- Upload a press-ready design. Visit schoolmate.com for guidelines.

Available with Custom Planners and Agendas

KGB PRB ELB MSB NVB HSB AGB CLB SRB TB QB
KGC PRC ELC MSC NVC HSC AGC CLC SRC TC QC



Planner Options

Options 1–5 available with Custom Planners. **KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC**

Two-Sided Hall Pass Sheet

Option 1 – 12¢/sheet/book

- One cardstock sheet is bound in the back of each planner (1 sheet = 2 pages) (paper color may vary).
- 70 lines/sheet for HS and 122 lines/sheet for larger size.



Year-Round Supplement

Option 2 – 25¢/book

- Adds one undated month to the front or back of the planner.
- Pages are full-color.
- Not available for Kindergarten Journal.



Character Education Supplement

Option 3 – 40¢/book

- Appropriate material for each planner level.
- Bound in the front.



Options 4–5 also available with Custom Dated Agenda and School Events Agendas. **AGB AGC TB TC QB QC**

Vinyl Pouch

Option 4 – 30¢/book

- Included **FREE** in all Kindergarten Journals and Primary Planners.
- Bound in the back.



Planning Stickers

Option 5 – 25¢/book

- One sheet bound in the back.
- Coordinates with planner or agenda level ordered.

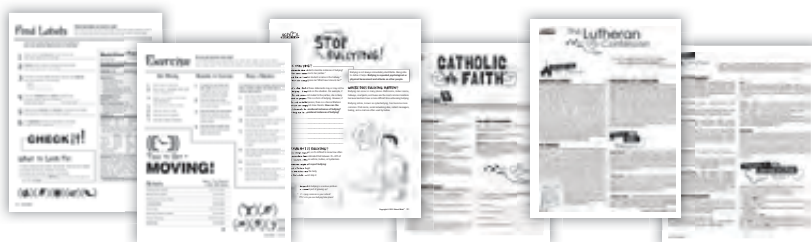


Option 6 available with all Custom Planners and Agendas. **KGB PRB ELB MSB NVB HSB AGB CLB SRB TB QB KGC PRC ELC MSC NVC HSC AGC CLC SRC TC QC**

Inserts

Option 6 – 25¢/insert/book

Black-and-white inserts enhance your planner or agenda with more resources. Inserts include appropriate material for all planner and agenda levels and are **8–16 pages** bound in front of planner. View all pages online.



Healthy Living – IN1

- Food Guidelines
- Healthy Eating Tips
- Food Labels
- Exercise
- Sleep
- Taking Care of Your Body
- Say No to Tobacco, Alcohol, & Drugs

Anti-Bullying – IN2

- Defining Bullying
- Who is Involved?
- Types of Bullying
- Cyberbullying
- Dealing with Bullying

Catholic Faith – IN3

- The Church
- Holy Scripture
- Mass
- Liturgical Year
- Sacraments
- Prayers
- The Rosary
- Social Justice

Lutheran Confession – IN4

- History of the Church
- What We Believe
- Martin Luther
- Holy Scripture
- Creeds
- Church Year
- Sacraments
- Prayers

Teacher Aids & Extras

Teacher Editions

Teacher Editions include *the* same planning pages as the Student Planners or Agendas you order, with the addition of the Teacher Edition Supplement bound in the back.

- Same price as Student Planners and Dated Student Agendas (not available for Non-Custom Undated or Custom School Events Agendas).
- Cover and options ordered for student planners are included in **ALL** Teacher Editions ordered.
- The Teacher Edition supplement includes bell schedules, seating charts, and more (paper color may vary).



Teacher Edition Options

For Custom Planners and Custom Dated Agendas (not available for School Events Agendas).

Grade Records and/or Lesson Plans will be bound in the back of Teacher Editions. They **CANNOT** be bound in only a portion of the Teacher Edition order.

Grade Records – **85¢/book**

- Kindergarten, Primary, Elementary, Middle School, Navigator, Classic Planners, and Dated Agendas – 80 pages.
- High School and Scholar Planners – 96 pages.



Lesson Plans – **85¢/book**

- Contains 80 pages.
- Not available for High School or Scholar Planners.



Page Marker Ruler

20¢/book

- Includes inches and centimeters.
- Clear, sturdy plastic snaps easily into place.
- Available for all planners and agendas.

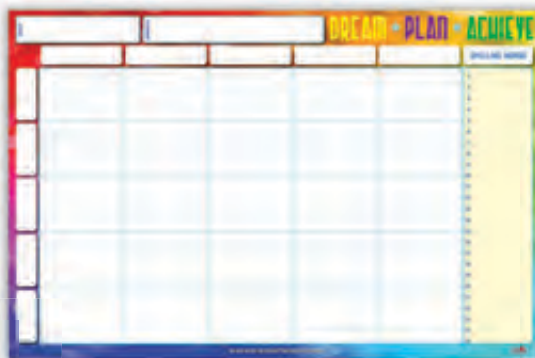


Wall Charts

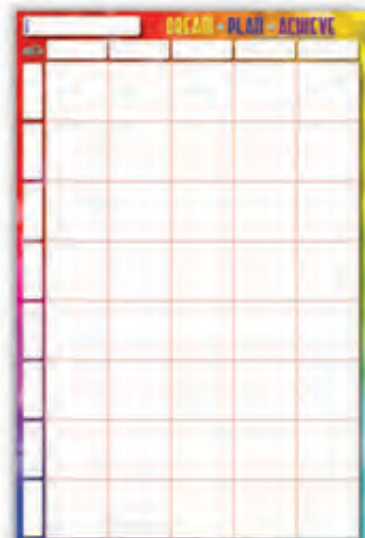
\$35/case of 5 (Dry erase markers not included.)

- Two different chart designs printed back to back.
- Write in your own subjects and dates.
- Excellent daily planning tool for all grade levels.

(37 1/2" x 24 1/2" - Includes space for 25 spelling words)



(24 1/2" x 37 1/2")



**VIEW
LARGER
ONLINE**

Planner Pricing & Delay Shipping

CHART C. Value Planner Pricing

Quantity	25+	50+	100+	250+	500+	1000+
KGA PRA ELA MSA NVA	4.15	3.65	3.40	3.35	3.30	3.20
Price w/ discount*	3.85	3.35	3.10	3.05	3.00	2.90

HSA	Price	3.90	3.40	3.15	3.10	3.05	2.95
	Price w/ discount*	3.60	3.10	2.85	2.80	2.75	2.65

CLA	Price	3.90	3.40	3.15	3.10	3.05	2.95
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SRA	Price	3.65	3.15	2.90	2.85	2.80	2.70
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AGA	Price	3.45	2.95	2.70	2.65	2.60	2.55
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UDA	Price	2.25 per agenda (60 minimum order)					
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*Order and ALL material must be received by May 7, 2025 to qualify.

CHART D. Custom Planner Pricing

Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
KGB PRB ELB MSB NVB	4.90	3.95	3.85	3.70	3.55	3.45	3.40	3.35	3.30
KGC PRC ELC MSC NVC	4.60	3.65	3.55	3.40	3.25	3.15	3.10	3.05	3.00
Price w/ discount*	4.60	3.65	3.55	3.40	3.25	3.15	3.10	3.05	3.00

HSB HSC	Price	4.60	3.65	3.55	3.40	3.25	3.15	3.10	3.05	3.00
	Price w/ discount*	4.30	3.35	3.25	3.10	2.95	2.85	2.80	2.75	2.70

CLB CLC	Price	4.65	3.70	3.60	3.45	3.30	3.20	3.15	3.10	3.05
--------------------------	-------	------	------	------	------	------	------	------	------	------

SRB SRC	Price	4.35	3.40	3.30	3.15	3.00	2.90	2.85	2.80	2.75
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AGB AGC	Price	4.05	3.10	3.05	3.00	2.90	2.80	2.75	2.70	2.65
--------------------------	-------	------	------	------	------	------	------	------	------	------

Quantity	100+	150+	200+	250+	300+	400+
TB QB	5.80	4.30	3.60	3.55	3.25	2.75
TC QC						

School Events Agendas must be ordered online.

*Order and ALL material must be received by May 7, 2025 to qualify.



Order Early • Save Money • Ship Later

Save time and get immediate pricing with our easy online quote calculator at schoolmate.com.

Delay shipping information applies to both planners and folders.

WHAT IS A DELAY SHIP DATE? A delay ship date allows you to specify when you want your order to ship. We will produce your order upon receipt, and if your order is complete before the chosen delay ship date, we will hold the order and ship it on the date requested. If your order was not placed in time to allow for the full production schedule and you chose a delay ship date, the order will ship upon completion after the delay ship date.

SCHOOL CLOSED FOR SPRING BREAK OR SUMMER BREAK? Order early and choose a delay ship date to ensure someone is at the school to receive the shipment. This will save you from incurring additional shipping charges if the order is returned to us by the carrier.

NEED YOUR INVOICE DATED AFTER A SPECIFIC DATE? Choose a delay ship date, and we will ship and invoice your order on the requested delay ship date. Please allow for production time when ordering.

IS A DELAY SHIP DATE A DELIVERY DATE? No. A delay ship date is the date you would like your order to leave our facility upon completion. Shipping time is an additional 2–8 business days for orders shipped within the 50 states. Please note that a delay ship date is not a receive date.

WANT TO TAKE ADVANTAGE OF OUR EARLY ORDERING, BUT CANNOT GET A PO UNTIL JULY? Place your order early and select a delay ship date. We will complete your order, and then wait to ship it until the requested delay ship date. We will invoice your order at the time of shipping. Payment is not due until Sept. 1, 2025 (some exclusions apply). See our delay ship dates below.

2025 DELAY SHIP DATES:

April 25 • May 9 • June 13 • July 11 • July 18 • July 25
August 1 • August 8 • August 15 • August 22 • August 29

Order online or get a quote: schoolmate.com/ordering

Email Order Form:
purchaseorders@schoolmate.com

Fax Order Form:
800-570-1767

Mailing Address:
School Mate
PO Box 2110
Kearney, NE 68848-2110

Call for Quote*:
(Phone orders not accepted)
800-516-8339
Mon-Fri, 8-5 CST

Upload Custom Material: uploader.schoolmate.com/#/customer/new

*School Mate must receive a signed order form or an online order. We do not accept phone orders.
Download an order form at schoolmate.com/downloads/porder.pdf.

Planner Terms & Conditions

Early Order Discount

- **Save 30¢ per planner if we receive your order by May 7, 2025.** See prices on p. 20. Discount does not apply to Classic & Scholar Planners, Agendas, or School Events Agendas, and cannot be used with other discounts or on reorders after the deadline.
- **IMPORTANT:** ALL material (mascot/logo, handbook pages, cover, etc.) must be received to begin processing the order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 7, 2025.

Ordering

- School Mate[®] agrees to produce planners in accordance with information furnished on the order form. The person submitting the order, hereinafter referred to as the Customer, agrees to furnish a completed, **signed** order form and all material to be produced in the Customer's planners, including handbook pages, mascot, and other material with no subsequent changes. The Customer specifically representing the submitting organization is at least 18 years old and is fully authorized to sign this application as agent on behalf of the organization.
- Order online at schoolmate.com/ordering, or email a complete, signed order form to purchaseorders@schoolmate.com or fax to 800-570-1767. Phone orders not accepted.
- A submitted order constitutes a binding Contract between School Mate and the Customer. No other statements or oral agreements are binding.
- We recommend ordering extra to account for unexpected enrollment, transfer students, and lost planners/agendas. Reordering more planners/agendas later may cost more.
- If Customer's organization requires a PO, the Customer is responsible for providing it and notifying their purchasing department of changes that may affect the PO. School Mate's terms supersede any terms from a PO or written bid.
- If order must be delivered by a specific date, the Customer is responsible for placing the order on time and for charges incurred if the order is refused due to PO expiration.
- Orders outside the USA are not accepted, except for orders from schools with APO and FPO addresses. School Mate reserves the right to deny orders from individuals, retailers, non-educational parties, or others for just cause.
- Supplies are limited, School Mate reserves the right to substitute front & back covers.
- Multiple orders cannot be combined for volume discounts.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If Customer furnishes custom material, Customer shall hold School Mate and its subsidiaries harmless against claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of planners.

Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. Contact School Mate if you need to place a reorder.
- Custom Planner and Agenda reorders require a minimum of 25. Value Planner and Agenda reorders require a minimum of 10. Undated Agenda reorders require a minimum of 60. School Events Agenda reorders require a minimum of 100.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2025. Payment terms for orders shipped after Sept. 1, 2025 is Net 30. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. The Customer is liable for any collection fees incurred. School Mate reserves the right to require prepayment. All prices are based on USA currency.
- Delayed shipping and invoicing are available.
- If order is canceled, the Customer is liable for any costs in preparation or production of the order.
- Customer must provide tax exempt form, or customer will be responsible for paying sales tax. The sales tax amount is subject to change upon validation of provided information.

Free Proof

- Proofs are emailed for material that requires design. Proofs are not sent for press-ready handbooks.
- Provide a proof contact person and contact info (phone/email), or order will be delayed. Proofs are emailed after order is received if proof was not approved upon ordering. Customer must approve the proof within 3 business days to avoid delays.
- Overlooked errors or material inadequately submitted by the Customer are considered Customer errors.

Production

- Production begins the day *after* the completed, **signed** order form and all material is received. Delayed material will delay production and ship date.
- Normal or Rush Production time does not include weekends, holidays, or shipping time. **See chart below.** Normal Production time is *estimated* as seasonal demands, shortages, or any other reasonable causes can affect it.
- School Mate is not responsible for requested changes after the book is in process. Changes to orders or production halts will incur charges and delay shipping.

Value Planners/Agendas & Undated Agendas

KGA, PRA, ELA, MSA, NVA, HSA, CLA, SRA, AGA, UDA

Production Time.....1–2 weeks

Custom Planners/Agendas – KGB, KGC, PRB, PRC, ELB, ELC, MSB, MSC, NVB, NVC, HSB, HSC, CLB, CLC, SRB, SRC, AGB, AGC, TB, TC, QB, QC

RUSH Production.....4 weeks

*Normal Production.....6 weeks

RUSH orders incur a 20% upcharge on the subtotal (\$75 min.).
All material must be stock items or press-ready if custom.

NOTE: Orders ship once completed; however, earliest orders ship spring 2025. If necessary, choose a delay ship date to ensure someone can receive the order. Check your school calendar.

*Orders may require 6–9 weeks for Normal Production due to heavy demand.

Shipping

- Allow 2–8 business days for delivery within the 50 states. For APO and FPO orders, allow approx. 6–12 weeks (USPS does not guarantee a service commitment for APO and FPO addresses).
- All orders within the 50 states ship via UPS ground or truck from Kearney, NE. APO and FPO orders ship via standard post. To prevent shipping delays, School Mate reserves the right to deny Customer-specified carriers or accounts. Shipping charges within the contiguous USA are 60¢ per book. AK, HI, APO, and FPO orders cost extra; call for charges.
- UPS will deliver to the door only. Truck drivers are not required to unload. The Customer may be responsible for unloading items.
- Choose a delay ship date, if needed, to ensure someone is available to receive order (not available for APO/FPO orders). If order is returned to School Mate because no one was available to receive the order, or if freight is rerouted, the Customer is liable for extra charges.
- Books cannot be returned for any reason.
- Defective books, not due to shipping damage, must be reported to School Mate within 90 days of ship date. School Mate reserves the right to repair, replace, or credit defective books. Book damage due to shipping or any other shipment issues must be reported within 7 days. The Customer must retain all packaging, including boxes, for a claim to be made.
- School Mate is not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond School Mate's control.

Non-Custom Folders

Convenient, pre-printed designs

- 25 minimum order per design.
- Printed on cardstock without school name or mascot (designs cannot be changed).
- Not UV coated or plastic laminated to allow for writing.
- Ship in 1–2 weeks – see p.29.

Non-Custom Folder Prices

QUANTITY	25	50	75	100	200	300	500	1000
Price	1.70	1.30	1.20	1.13	1.07	1.04	1.00	.95

Prices are per folder, per design (cannot combine multiple designs for discount).



NF33



NF32



NF31



NF30



NF25



NF24



NF23



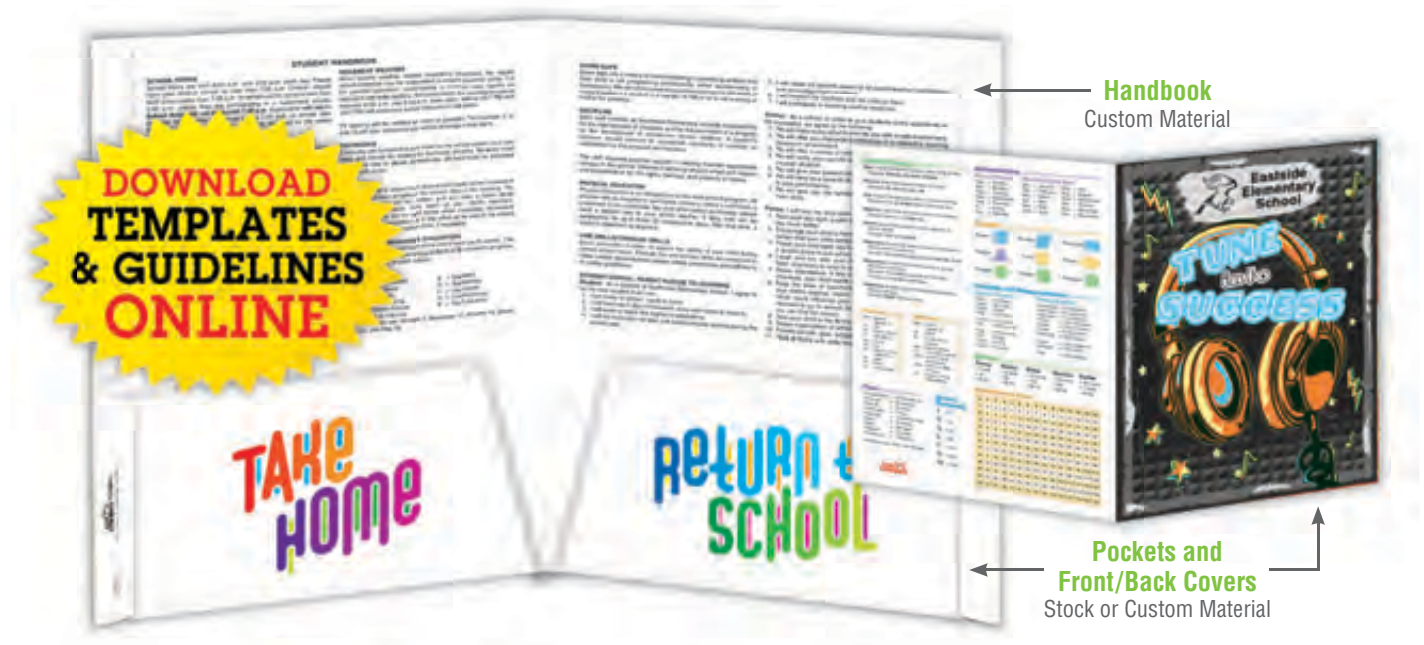
NF20



NF17

Custom Folders

- 100 minimum order per design.
- **Front Cover** – Choose a full-color stock, custom one-color, multi-color, or photo cover with school name/mascot (p. 24-26).
- **Back Cover** – Choose a stock or custom back cover (p. 27).
- **Pocket Printing** – Choose stock or custom pockets (p. 28).
- For guidelines on submitting custom material, visit the Custom Material page under the Folders tab at schoolmate.com.
- Printed on cardstock with protective UV coating on front and back covers.
- 9 1/2" x 11 5/8" size with 4 1/2" deep pockets
- 8 1/2" x 11" capacity
- Sturdy, double-reinforced sides and pockets.
- Optional 3-hole drill for **no extra charge** (p. 25).



Custom Folder Prices

QUANTITY	100	200	300	400	500	600	700	800	900	1000	1100	1200	1300	1400	1500	2000	3000	4000	5000
Full-Color Stock Covers (p. 24-25) or One-Color Designs (p. 26)	2.27	1.55	1.33	1.24	1.16	1.14	1.13	1.12	1.11	1.10	1.09	1.08	1.07	1.06	1.04	.96	.86	.78	.75
Multicolor Designs (p. 26)	3.46	2.18	1.76	1.56	1.43	1.35	1.31	1.28	1.23	1.21	1.19	1.17	1.15	1.13	1.09	1.01	.90	.82	.79

Prices are per folder, per design (cannot combine multiple designs for discount).

Handbook Printing

- Provide custom content for the inside area above pockets (e.g., student handbook, rules of conduct, course descriptions, school calendar, etc.) – see Custom Material page under the Folders tab at schoolmate.com.
- Printed in black ink for an additional **50¢/folder**.

Plastic Lamination

- Add linen-finish plastic lamination for long-lasting durability that resists spills, fingerprints, and scratches.
- Entire folder will be laminated (except area above pockets) for an additional **25¢/folder**.

Full-Color Folder Covers

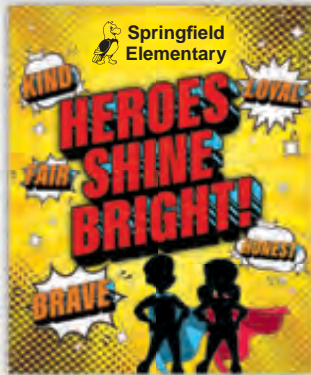
For Custom Folders only:

- **Imprint your wording and school mascot** in black ink. Provide your school mascot or choose from our mascot library at schoolmate.com.
- All folders include **FREE** protective UV coating. For extra durability, folders can be plastic laminated for an additional 25¢/folder (p. 23).

**VIEW ALL
AVAILABLE
COVERS ONLINE**



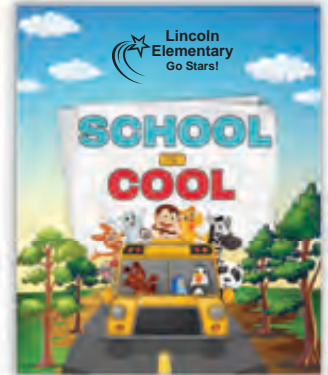
F148



F147



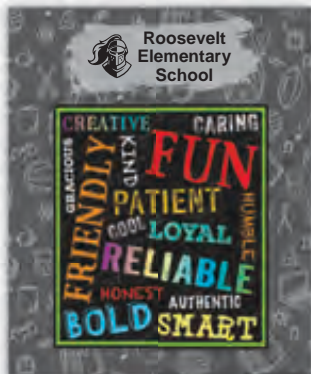
F146



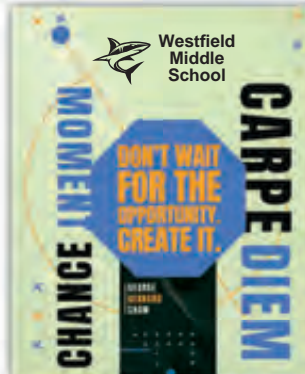
F145



F144



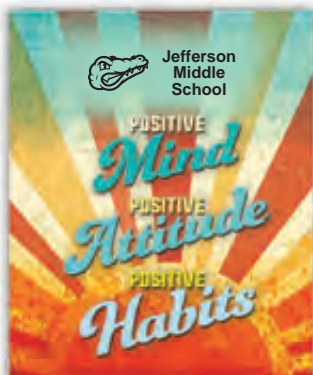
F143



F142



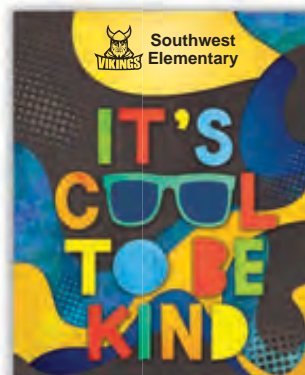
F140



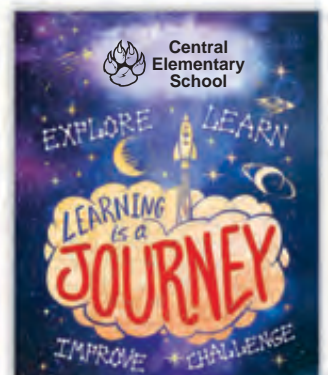
F138



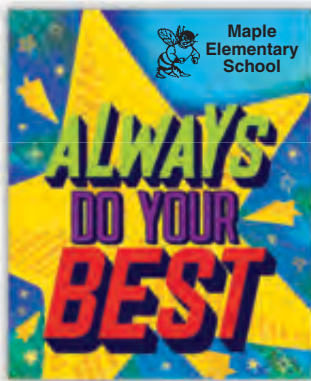
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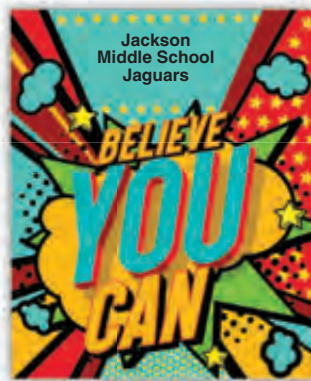
F135



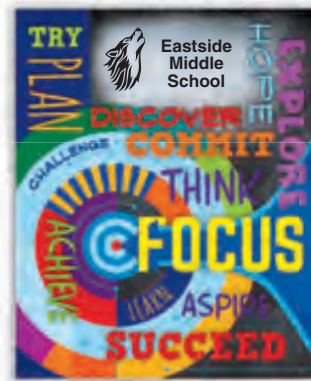
F134



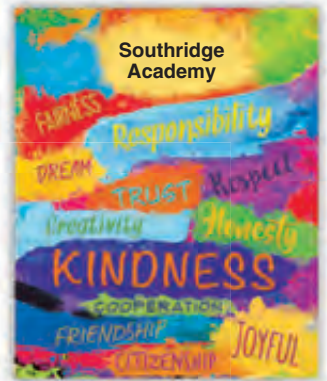
F133



F130



F129



F116



F109



F108



F92

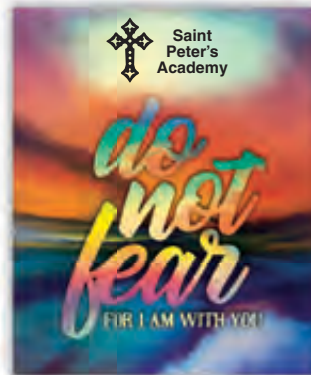


F89

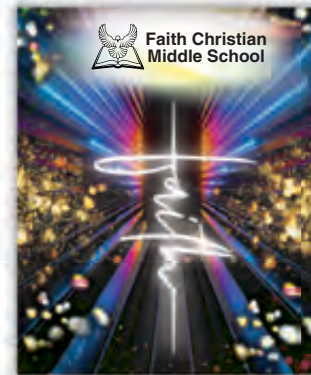
Religious Cover Designs



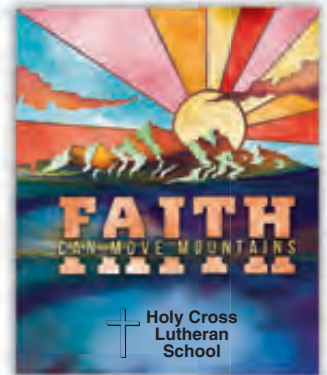
FR25



FR24



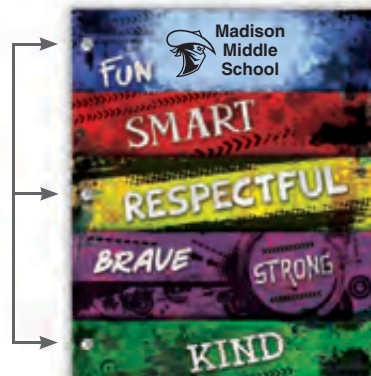
FR23



FR22

3-Hole Drill

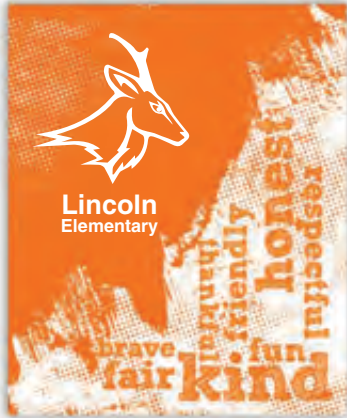
- Folders can be 3-hole drilled for **no extra charge**.
- Indicate this option on the order form. If no selection is made, folders will not be drilled.



Custom Design Folder Covers

- Use your own press-ready design or a School Mate® design with your chosen ink(s), mascot, and school name (provide a clear copy of school mascot or select from our online mascot library). Photo cover designs available online.
- All custom covers include **FREE** protective UV coating, or add super-durable plastic lamination for an additional 25¢/folder (p. 23).

One-Color Covers



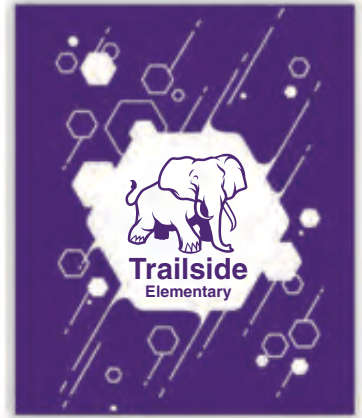
CF62



CF61

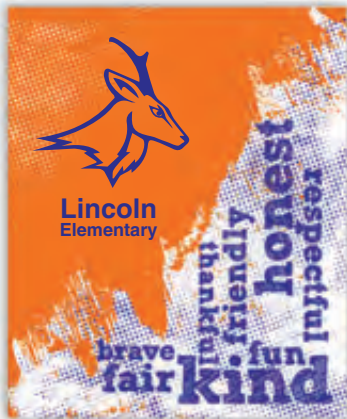


CF60



CF59

Multicolor Covers - Choose two standard inks.



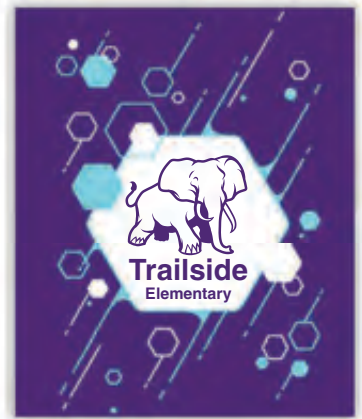
TF62



TF61



TF60



TF59

Standard Inks

Due to the printing process, colors shown may vary slightly from actual printed colors. Printed folder colors can also vary from year to year.



Customizable Colors (online only)

Visit our website to build your folder with any custom color.



Folder Back Cover Designs

- Included in all custom folder base prices.
- Use a stock design or submit custom material (e.g., school map or activities calendar) – see Custom Material page under the Folders tab at schoolmate.com.



B22 - Character Traits



B17 - Calendar & Time



B16 - Alphabet



B15 - Dream, Plan, Achieve™



B13 - Printed & Cursive Alphabets



B8 - Patriotic



B7 - USA Map



B4 - Reference



B1 - 3-Year Calendar

Folder Pocket Printing

- Included in all Custom Folder base prices.
- Use stock designs or submit custom material – see Custom Material page under the Folders tab at schoolmate.com.
- Pockets will not be UV coated to allow for writing. If you add plastic lamination, use permanent markers to write on pockets.

**VIEW ALL
POCKETS
ONLINE**



P43

P42



P41

P40



P39

P38



P35

P34



P33

P32



P29

P28



P27

P26



P25

P24



P23

P22



P17

P16



P5

P4



P3

P2

Folder Terms & Conditions

Ordering

- School Mate® agrees to produce folders in accordance with information furnished on the order form. The person submitting the order, hereinafter referred to as the Customer, agrees to furnish a completed, **signed** order form and all material to be produced on the Customer's folders, including mascot and other custom material with no subsequent changes. The Customer specifically representing the submitting organization is at least 18 years old and is fully authorized to sign this application as agent on behalf of the organization.
- Order online at schoolmate.com/ordering, or email a complete, signed order form to purchaseorders@schoolmate.com or fax to 800-570-1767. Phone orders are not accepted.
- A submitted order constitutes a binding Contract between School Mate and the Customer. No other statements or oral agreements are binding.
- We recommend ordering extra to account for unexpected enrollment, transfer students, and lost folders. Custom folder reorders require a minimum of 100 folders.
- If Customer's organization requires a PO, the Customer is responsible for providing it and notifying their purchasing department of changes that may affect the PO. School Mate's terms supersede any terms from a PO or written bid.
- If order must be delivered by a specific date, the Customer is responsible for placing the order on time and for charges incurred if the order is refused due to PO expiration.
- Orders outside the USA are not accepted, except for orders from schools with APO and FPO addresses. School Mate reserves the right to deny orders for just cause.
- Multiple orders cannot be combined for volume discounts.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If Customer furnishes custom material, the Customer shall hold School Mate and its subsidiaries harmless against claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of folders.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2025. Payment terms for orders shipped after Sept. 1, 2025 is Net 30. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. The Customer is liable for any collection fees incurred. School Mate reserves the right to require prepayment. All prices are based on USA currency.
- Delayed shipping and invoicing are available.
- If order is canceled, the Customer will be liable for any costs in preparation or production of the order.
- Orders are subject to a 5% overrun/underrun. The Customer will be invoiced for the number of folders shipped.
- Customer must provide tax exempt form, or customer will be responsible for paying sales tax. The sales tax amount is subject to change upon validation of provided information.

FREE Proof

- Proofs are emailed for material that requires typesetting or design (front and back covers, pockets, or handbook).
- Provide a proof contact person and contact info (phone/email), or order will be delayed. Proofs are emailed after order is received if proof was not approved upon ordering. Customer must approve the proof within 3 business days to avoid delays.
- Customers who repeat a previous order will not receive a proof.

- Overlooked errors or material inadequately submitted by the Customer are considered Customer errors.

Production

- Production begins the day *after* the completed, **signed** order form and all material is received. Delayed material will delay production and ship date.
- Normal or Rush Production time does not include weekends, holidays, or shipping time. **See chart below.** Normal Production time is *estimated* as seasonal demands, shortages, or any other reasonable causes can affect it.
- Changes to orders or production halts will incur charges and delay shipping. School Mate is not responsible for requested changes after the order is in process.

Custom Folders

Production Time..... 6 weeks
Custom orders may require 6–9 weeks for Normal Production due to heavy demand.

RUSH Production..... 4 weeks
RUSH orders incur a **20% up-charge (\$75 minimum)** on the subtotal.
All material must be stock items or press-ready.
(No typesetting with Rush Production.)

Non-Custom Folders

Production Time..... 1–2 weeks

Shipping

- Allow 2–8 business days for delivery within the 50 states. For APO and FPO orders, allow approx. 6–12 weeks (USPS does not guarantee a service commitment for APO and FPO addresses).
- Shipping is 10¢/folder for orders shipped within the contiguous USA. AK, HI, APO and FPO orders cost extra; call for charges. Faster delivery service may be available for an extra charge.
- All orders within the 50 states ship via UPS ground or truck from Kearney, NE. APO and FPO orders ship via standard post. To prevent shipping delays, School Mate reserves the right to deny Customer-specified carriers or accounts.
- UPS will deliver to the door only. Truck drivers are not required to unload. The Customer may be responsible for unloading items.
- Choose a delay ship date, if needed, to ensure someone is available to receive order (not available for APO/FPO orders). If order is returned to School Mate because no one was available to receive the order, or if freight is rerouted, the Customer is liable for extra charges.
- Folders cannot be returned for any reason.
- Defective folders, not due to shipping damage, must be reported to School Mate within 90 days of ship date. School Mate reserves the right to repair, replace, or credit defective folders. Folder damage due to shipping or any other shipment issues must be reported within 7 days. The Customer must retain all packaging, including boxes, for a claim to be made.
- School Mate is not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond School Mate's control.

Folder Delay Shipping & Ordering

Refer to p. 20 for additional delay shipping info.

- A delay ship date is the date you would like your order to leave our facility upon completion. Shipping time is an additional 2–8 business days for orders shipped within the 50 states. If your order is not placed in time to allow for the full production schedule and you choose a delay ship date, the order will ship upon completion after the delay ship date. Note: A delay ship date is not a receive date.
- Choose a delay ship date when you'd like to order early, but need your invoice after a specific date; to ensure shipments aren't delivered during spring or summer

breaks; or to ensure someone is at the school to receive the shipment. This will save you from incurring additional shipping charges if the order is returned to us by the carrier.

2025 DELAY SHIP DATES:

**April 25 • May 9 • June 13 • July 11 • July 18 • July 25
August 1 • August 8 • August 15 • August 22 • August 29**

Order online or get a quote: schoolmate.com/ordering

Email Order Form:

purchaseorders@schoolmate.com

Fax Order Form:

800-570-1767

Mailing Address:

School Mate
PO Box 2110
Kearney, NE 68848-2110

Call for Quote*:

(Phone orders not accepted)
800-516-8339
Mon-Fri, 8-5 CST

Upload Custom Material: uploader.schoolmate.com/#/customer/new

*School Mate must receive a signed order form or an online order. We do not accept phone orders.
Download an order form at schoolmate.com/downloads/forder.pdf.

Classroom Book Publishing



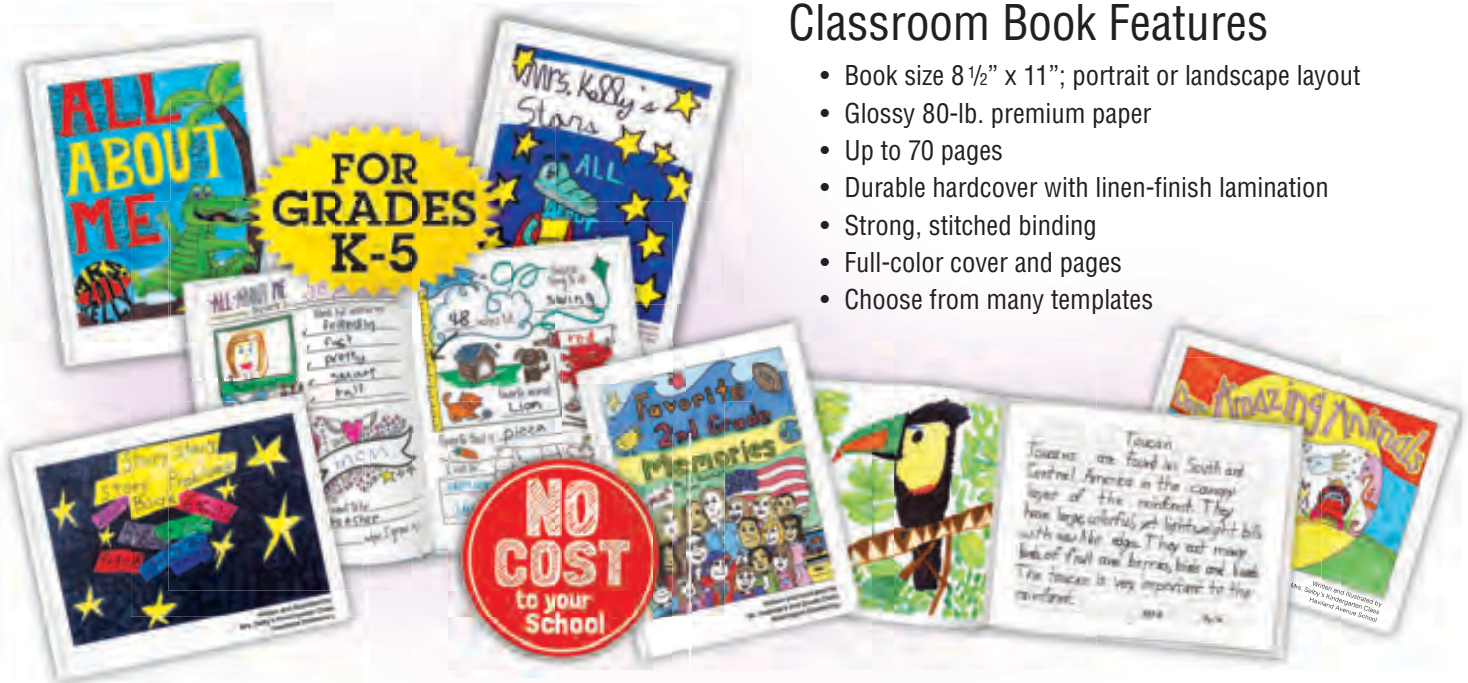
School Mate Publishing offers the perfect way to make writing and drawing fun for your students – turn them into published authors! With our easy-to-follow publishing process, each student submits two pages of original writings and illustrations to have printed in one combined Classroom Book. Best of all, there's **NO COST TO YOUR SCHOOL!**

It's fun, affordable, and can be completed in the classroom or remotely.
Learn more and request a **FREE** Publishing Kit at schoolmatepublishing.com.



Classroom Book Features

- Book size 8 1/2" x 11"; portrait or landscape layout
- Glossy 80-lb. premium paper
- Up to 70 pages
- Durable hardcover with linen-finish lamination
- Strong, stitched binding
- Full-color cover and pages
- Choose from many templates



Six Reasons to Choose School Mate Publishing

Best Value

Parents pay only **\$25** for a **hardcover**, keepsake book of their child's class. There is absolutely no cost to your school. We even send you a prepaid shipping label to submit your order.

Superb Quality

Books feature **glossy, premium paper**, stitched binding, and a linen-finish lamination hardcover that hides fingerprints.

FREE Classroom Book

Receive a **FREE** copy of your **hardcover** classroom book when requirements are met.

More FREE Options

Choose from a variety of templates, themed templates, and colorful back cover designs with **NO extra charges**.

5-Star Rated

We pride ourselves on excellent customer service and a superior product from start to finish. Call or email us before, during, and after your project for any assistance. Check out our customers' reviews at trustpilot.com!

Project-Based Learning

Classroom books are a fun way to engage and motivate students. Choose from hundreds of curriculum ideas at schoolmatepublishing.com or create your own.

Blank Books & Journals

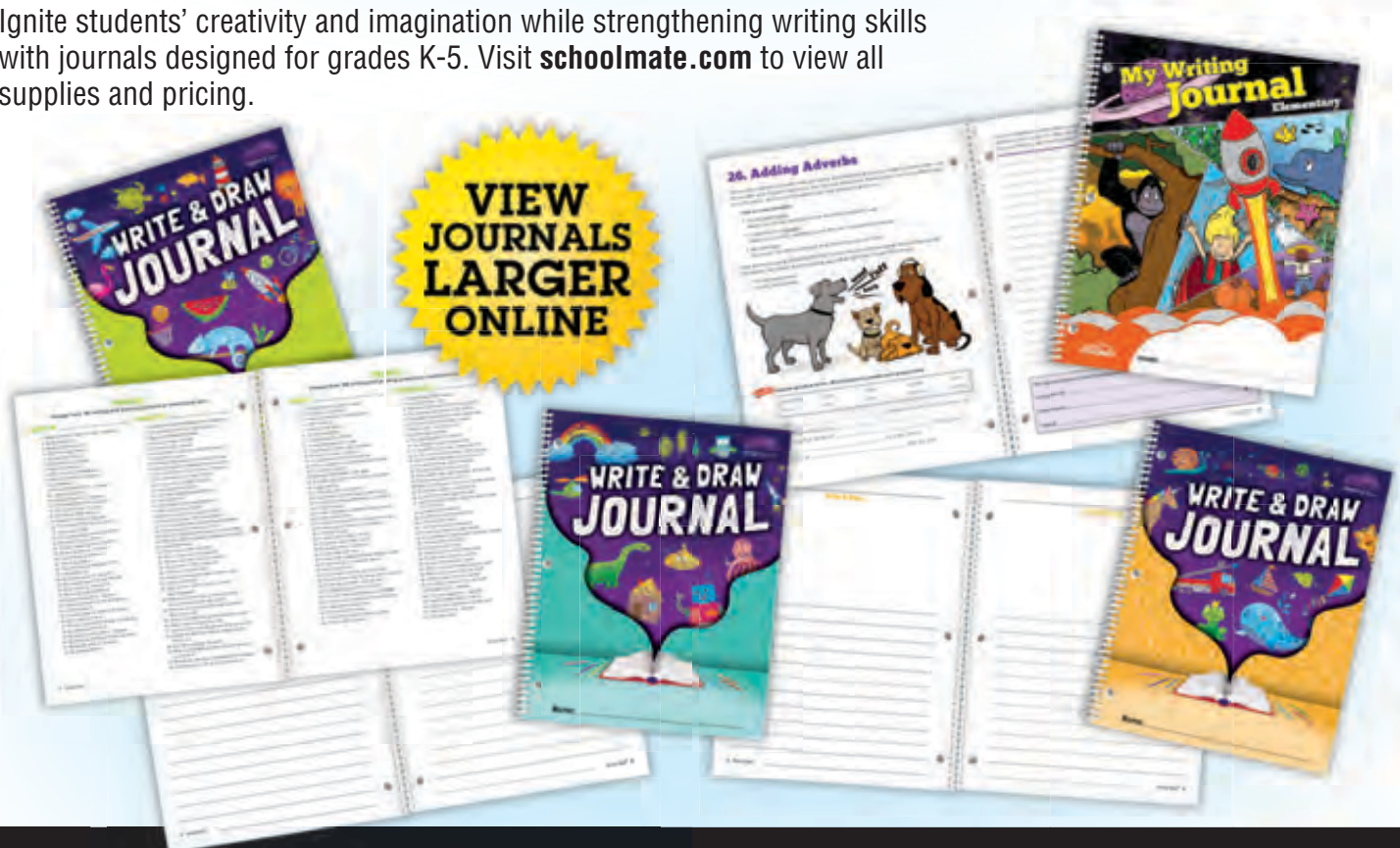
Blank Books offer the perfect canvas to showcase individual student creativity and projects. Affordable for each student to create their own book. Visit schoolmate.com to learn more about our hardcover Blank Books.

Blank Book Features

- 14 formats in portrait or landscape
- 2 sizes with 28 or 60 pages
- Primary-lined, solid-lined, or blank
- Write or draw on the covers, liners, and pages
- Professional hard covers, paper, and binding
- Low minimum quantities



Ignite students' creativity and imagination while strengthening writing skills with journals designed for grades K-5. Visit schoolmate.com to view all supplies and pricing.



2025-2026

School Mate Products

School Mate offers a variety of products that promote organization, foster communication, and stimulate student learning throughout the school year. **See inside for details.**



schoolmate.com/SMN24

P.O. Box 2110

Kearney, NE 68848

PRSRT STD
U.S. Postage
PAID
School Mate



Follow us:



Planner Terms & Conditions

Early Order Discount

- **Save 30¢ per planner if we receive your order by May 7, 2025.** See prices on p. 20. Discount does not apply to Classic & Scholar Planners, Agendas, or School Events Agendas, and cannot be used with other discounts or on reorders after the deadline.
- **IMPORTANT:** ALL material (mascot/logo, handbook pages, cover, etc.) must be received to begin processing the order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 7, 2025.

Ordering

- School Mate® agrees to produce planners in accordance with information furnished on the order form. The person submitting the order, hereinafter referred to as the Customer, agrees to furnish a completed, *signed* order form and all material to be produced in the Customer's planners, including handbook pages, mascot, and other material with no subsequent changes. The Customer specifically representing the submitting organization is at least 18 years old and is fully authorized to sign this application as agent on behalf of the organization.
- Order online at schoolmate.com/ordering, or email a complete, signed order form to purchaseorders@schoolmate.com or fax to 800-570-1767. Phone orders not accepted.
- A submitted order constitutes a binding Contract between School Mate and the Customer. No other statements or oral agreements are binding.
- We recommend ordering extra to account for unexpected enrollment, transfer students, and lost planners/agendas. Reordering more planners/agendas later may cost more.
- If Customer's organization requires a PO, the Customer is responsible for providing it and notifying their purchasing department of changes that may affect the PO. ~~School Mate's terms supersede any terms from a PO or written bid.~~
- If order must be delivered by a specific date, the Customer is responsible for placing the order on time and for charges incurred if the order is refused due to PO expiration.
- Orders outside the USA are not accepted, except for orders from schools with APO and FPO addresses. School Mate reserves the right to deny orders from individuals, retailers, non-educational parties, or others for just cause.
- Supplies are limited. School Mate reserves the right to substitute front & back covers.
- Multiple orders cannot be combined for volume discounts.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. ~~If Customer furnishes custom material, Customer shall hold School Mate and its subsidiaries harmless against claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of planners.~~

Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. Contact School Mate if you need to place a reorder.
- Custom Planner and Agenda reorders require a minimum of 25. Value Planner and Agenda reorders require a minimum of 10. Undated Agenda reorders require a minimum of 60. School Events Agenda reorders require a minimum of 100.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2025. Payment terms for orders shipped after Sept. 1, 2025 is Net 30. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. The Customer is liable for any collection fees incurred. School Mate reserves the right to require prepayment. All prices are based on USA currency.
- Delayed shipping and invoicing are available.
- If order is canceled, the Customer is liable for any costs in preparation or production of the order.
- Customer must provide tax exempt form, or customer will be responsible for paying sales tax. The sales tax amount is subject to change upon validation of provided information.

Free Proof

- Proofs are emailed for material that requires design. Proofs are not sent for press-ready handbooks.
- Provide a proof contact person and contact info (phone/email), or order will be delayed. Proofs are emailed after order is received if proof was not approved upon ordering. Customer must approve the proof within 3 business days to avoid delays.
- Overlooked errors or material inadequately submitted by the Customer are considered Customer errors.

Production

- Production begins the day *after* the completed, *signed* order form and all material is received. Delayed material will delay production and ship date.
- Normal or Rush Production time does not include weekends, holidays, or shipping time. See chart below. Normal Production time is *estimated* as seasonal demands, shortages, or any other reasonable causes can affect it.
- School Mate is not responsible for requested changes after the book is in process. Changes to orders or production halts will incur charges and delay shipping.

Value Planners/Agendas & Undated Agendas

KGA, PRA, ELA, MSA, NVA, HSA, CLA, SRA, AGA, UDA

Production Time.....1-2 weeks

Custom Planners/Agendas – KGB, KGC, PRB, PRC, ELB, ELC, MSB,

MSC, NVB, NVC, HSB, HSC, CLB, CLC, SRB, SRC, AGB, AGC, TB, TC, QB, QC

RUSH Production.....4 weeks

*Normal Production.....6 weeks

RUSH orders incur a 20% upcharge on the subtotal (\$75 min.).

All material must be stock items or press-ready if custom.

NOTE: Orders ship once completed; however, earliest orders ship spring 2025. If necessary, choose a ~~delay~~ ship date to ensure someone can receive the order. Check your school calendar.

*Orders may require 6-9 weeks for Normal Production due to heavy demand.

Shipping

- Allow 2-8 business days for delivery within the 50 states. For APO and FPO orders, allow approx. 6-12 weeks (USPS does not guarantee a service commitment for APO and FPO addresses).
- All orders within the 50 states ship via UPS ground or truck from Kearney, NE. APO and FPO orders ship via standard post. To prevent shipping delays, School Mate reserves the right to deny Customer-specified carriers or accounts. ~~Shipping charges within the contiguous USA are 60¢ per book. AK, HI, APO, and FPO orders cost extra; call for charges.~~
- ~~UPS will deliver to the door only. Truck drivers are not required to unload. The Customer may be responsible for unloading items.~~
- Choose a delay ship date, if needed, to ensure someone is available to receive order (not available for APO/FPO orders). If order is returned to School Mate because no one was available to receive the order, or if freight is rerouted, the Customer is liable for extra charges.
- Books cannot be returned for any reason.
- Defective books, not due to shipping damage, must be reported to School Mate within 90 days of ship date. School Mate reserves the right to repair, replace, or credit defective books. Book damage due to shipping or any other shipment issues must be reported within 7 days. The Customer must retain all packaging, including boxes, for a claim to be made.
- School Mate is not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond School Mate's control.



LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES
PROCUREMENT AND RISK MANAGEMENT

21000 Education Court, Suite #301
Ashburn, VA 20148
Phone (571) 252-1270 Fax (571) 252-1432

CONTRACT MODIFICATION

Date: November 4, 2024
Contract No.: RFP #R22280
Modification No.: 3
Contractor: **SUCCESS BY DESIGN, INC.**
3741 Linden Ave. SE
Wyoming, MI 49548
CONTACT: Megan Walker
PH: 800-327-0057
FAX: 616-247-4648
megan@successbydesign.com

SUBJECT: CONTRACT RENEWAL FROM MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

By mutual agreement, contract RFP #R22280, **Student Planners** is renewed for a period of one year from **March 1, 2025 through February 28, 2026**, in accordance with section 8.2 of the contract. The Terms and Conditions will be as specified in the original contract. This is the third of four possible renewals on this contract.

SUCCESS BY DESIGN, INC.

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: Sharon Kerstner
AUTHORIZED SIGNATURE

BY: Andrea Philyaw
AUTHORIZED SIGNATURE

TITLE: Controller

TITLE: Director of Procurement and Risk Management

DATE: 11/8/24

DATE: 11/10/24

2025-2026 **PRICE LIST**



BASE LIST PRICE

STOCK PLANNERS (min. order 25) are basic planners without bound options. You may choose from any available cover. The STOCK PLANNER base price is determined by quantity.

Planner Quantity	50–99	100–249	250–999	1,000+
Success by Design Student Planners (Character Line, All Levels)	\$3.65	\$3.65	\$3.65	\$3.65
STEM Student Planners (Stock Planner, All Levels)	\$3.65	\$3.65	\$3.65	\$3.65

CUSTOM PLANNERS (min. order 100 – Shipping Extra) are planners which include any bound options or cover personalization. You may choose from any available cover. Non-Bound options are also available for CUSTOM PLANNER orders. The CUSTOM PLANNERS base price is determined by quantity. CUSTOM PLANNER orders require special attention to detail. Many options must be hand-collated into the planners before binding, resulting in a higher base price. Please allow 8 weeks processing.

View our **CUSTOM COVER** options here: <https://www.successbydesign.com/collections/all-covers>

B O U N D O P T I O N S	School Handbook - Black	\$0.04
	School Handbook - Color	\$0.17
	Custom Large Cover - Laminated 1/0 (One Sided, color or B/W)	\$0.26
	Custom Large Cover - Laminated 1/1 (Two Sided, color or B/W)	\$0.36
	Hall Pass - All Levels	\$0.15
	Teacher Pack - Teacher Insert, Lesson Planning, and Grade Records	\$2.50
	Ruler PF - Page Finder	\$0.25

Custom Planner Shipping Schedule	
Print-Ready Materials Received By:	Order Ships By:
May 16	July 11
May 23	July 18
May 30	July 25
June 13	August 8
June 20	August 15