

# STAR TRIBUNE SCHOOL ACCOUNTS ORDER FORM 2016-17

**For ordering less than 3 copies per day**

**DIRECTIONS:** To ensure that your order is processed in a timely and accurate manner, please:  
Send a completed SCHOOL ORDER FORM with your purchase order or requisition

- Use black or blue ink.
- Print clearly in CAPITAL AND BLOCK LETTERS.
- Complete all sections of the order form.
- **Send only one copy**
- Fax completed order to 612-673-4214

## CUSTOMER INFORMATION

Ordered By: \_\_\_\_\_

Email: \_\_\_\_\_

School Name: \_\_\_\_\_

School Delivery Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Account Number: \_\_\_\_\_

Current Delivery Schedule: \_\_\_\_\_

## BILLING INFORMATION

Billing Location: \_\_\_\_\_

Attention: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## PAYMENT METHOD

Purchase Order #: \_\_\_\_\_

Check or Money Order

Credit Card (check one)  Mastercard  VISA  American Express

Name on Card: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## DELIVERY LOCATION

To ensure accurate delivery, please check the following that best describes your delivery location.

Main entrance (Door #\_\_\_\_)

Loading Dock

Outside Door # \_\_\_\_\_

Under the Overhang

Please indicate side of building:

North

South

East

West

### OFFICE USE ONLY

Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

**DELIVERY SCHEDULE AND TERM****NOTE: Please use this order form ONLY if your school is ordering less than 3 newspapers**

The following are the delivery options available in your distribution area.

**DELIVERY SCHEDULE** **DELIVERY TERM (Weeks) and COST***Please circle***METRO CARRIER DELIVERY**

Monday – Friday	38 Wks \$95.00	52 Wks \$130.00
Sat – Sunday	38 Wks \$96.90	52 Wks \$132.60

**GREATER-MN CARRIER DELIVERY**

Monday – Sunday	38 Wks \$125.40	52 Wks \$171.60
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**MAIL DELIVERY**

Monday – Friday (Mail)	38 Wks \$104.50	52 Wks \$195.00
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**GREATER-MN MAIL DELIVERY**

Monday – Friday	38 Wks \$142.50	52 Wks \$195.00
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**QUANTITY**

Number of papers delivered daily: \_\_\_\_\_

**DELIVERY DATES**

Start Date: \_\_\_\_\_

Date of Last Delivery: \_\_\_\_\_

Please use the enclosed calendar for identifying start, stop, and non-delivery dates.

School Name \_\_\_\_\_

School Accounts Calendar 2016-17

**NOTE: Use this order form if your school orders less than 3 papers per day**

**\*Circle the first and last day of delivery on the calendar**

**Place an 'X' on the dates you do NOT need delivery**

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 2017

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	