



2008
 Authorization to Participate in
 "Michigan Marketplace" Supply Procurement Program

The _____ School District authorizes participation in the **2008 Michigan Marketplace Supply Procurement Program** and agrees to the following guidelines.

- 1) ALL School Specialty supply orders from within the school district be processed directly thru School Specialty – Education Essentials.
- 2) Supplies will be sent direct to specific schools as noted on purchase orders, wrapped by individual teacher, department, grade level or in bulk. School Specialty-Education Essentials will ship these orders according to the dates you specify on your Purchase Order.
- 3) Free Freight on all in stock supply orders. (Note: we encourage a minimum \$50.00 order)
- 4) Pricing shall remain in effect through December 31, 2008.
- 5) Michigan Marketplace Supply Procurement Program is available to all Michigan public school districts. **No school district will be allowed to participate without signing this agreement.** Copies of this agreement will be on file at School Specialty-Education Essentials.
- 6) By accepting the Michigan Marketplace Supply Procurement Program all other School Specialty-Education Essentials discount programs are superseded with this implementation.
- 7) Allow 72 hours after receipt of agreement for pricing to be implemented.
- 8) Invoice payments are to remain current to receive Michigan Marketplace pricing
- 9) Supply orders from within the district are to be collected and compiled with purchase orders issued to School Specialty-Education Essentials. Orders can be sent by internet, fax or mail. *Note: please do not send in hard copy orders when using electronic ordering. These orders may be duplicated, resulting in duplicate shipments.*
- 10) In-stock supply items in the School Specialty 2008 Education Catalog, which are not listed on the requisition/order form, may be added to the order. *These items are designated in the catalog by their 8 digit number shown in black and not followed by the letter "N". These in-stock items will be discounted 15%.*
- 11) When products are received, please check for any shipping damage and verify carton count. Have the driver note any damage or shortage on delivery receipt. Refuse any shipment if the product has obvious damage. You have 10 days from delivery to report damage to School Specialty for a freight damage claim. If concealed damage is discovered, retain the items and the packaging and call School Specialty-Education Essentials Customer Service Department at 888-388-3224 as soon as possible.

As an official of the above school district I authorize our district to participate in the pricing of the Michigan Marketplace Supply Procurement Program. I also agree to the above terms and guidelines.

 Signature of Authorized Officer

 Date Signed

 Printed Name & Title

Please return this form completely filled out to:
School Specialty, Inc.
 Attention: Cindy Bartlett
 W 6316 Design Dr., Greenville, WI 54942
 fax: 800-675-1775 or e-fax 920-882-4589

 Name of School or District

 Street Address

REMC Center # _____

_____, _____
 City State Zip

<u>To be completed by School Specialty – Education Essentials:</u>	
Sales Representative: _____	Customer Account #: _____
Date Received: _____	Bid # 2007179337SS _____ Contract Code: 8K _____