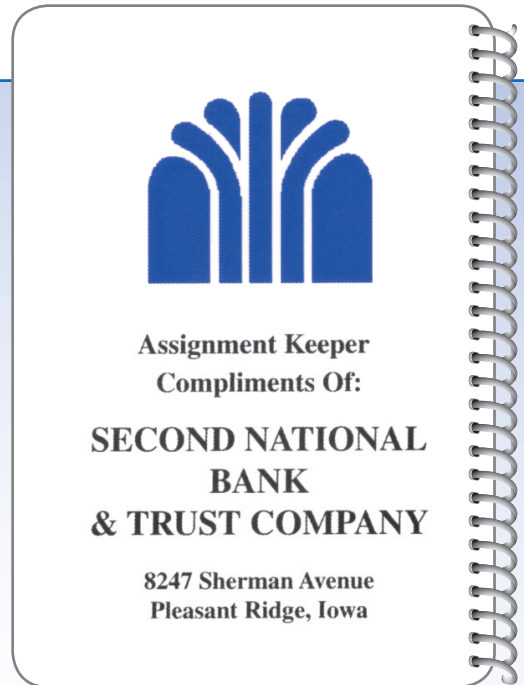
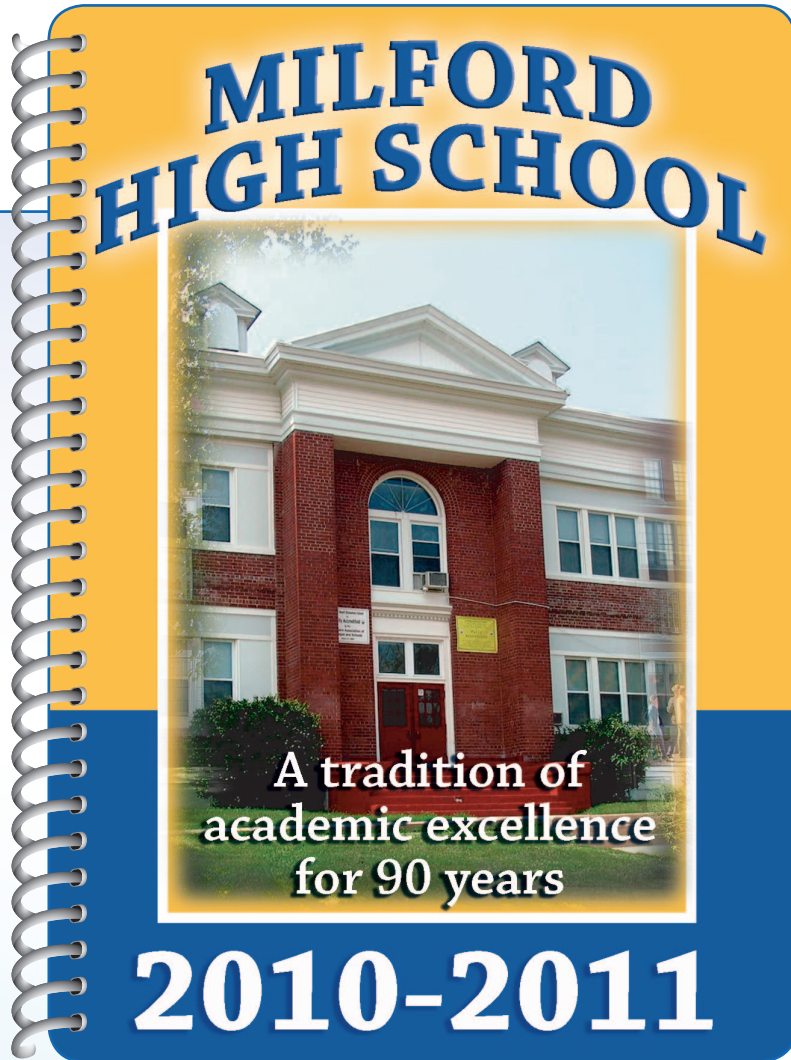


# Assignment Keepers



← front cover

↑ back cover

**A GBC ASSIGNMENT KEEPER IS THE PERFECT TOOL TO KEEP YOUR STUDENTS ORGANIZED!**

*Check Out these helpful features:*

- Outside Cover Can Be Printed in Full Color or Your Choice of One of Our Stock Colors
- A Full-Year Daily Calendar
- Option To Add Your School Handbook and/or School Event Calendar
- Include Sponsorship Advertising



GORDON BERNARD COMPANY, LLC  
SINCE 1949

**GORDON BERNARD COMPANY, LLC**

22 Whitney Drive, Milford, OH 45150

Phone: 1.800.531.1484 • Fax: 513.248.7606

Email: [info@gordonbernard.com](mailto:info@gordonbernard.com) • [www.gordonbernard.com](http://www.gordonbernard.com)

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. Eastern Time

# Assignment Keepers

are available in two sizes:

- 8 1/2" X 5 1/2"
- 8 1/2" X 11"
- spiral bound using plastic coil binding
- your choice of white or black coil.

AUGUST 2011	
SUBJECTS	
18	MON.
19	TUES.
20	WED.
21	THUR.

APRIL 2011		MINN. VALLEY LUTHERAN HIGH SCHOOL		
24	MONDAY	7-15am Woodwind Choir 4:30pm B/G Golf v. LeCenter 5:00pm SB v. Wabasso 5:30pm SB @ Wabasso 6:30pm Board Mtg.	THURSDAY 27	7-15am Brass Choir 4:30pm BB @ GFW (2) 4:30pm SB v. GFW (2)
25	TUESDAY	7-15am Jazz 4:30pm B/G Track @ Maple River 4:30pm SB @ McLeod West 4:30pm SB v. McLeod West	FRIDAY 28	7-15am Chargallers 4:30pm B/G Golf v. NU Cathedral
26	WEDNESDAY	12:30pm B Golf @ McLeod West 6:30pm Jazz 7:35pm Chargallers	SATURDAY 29	Grade School Music Festival 10:00am SB @ Maple River Tournament 7:00pm Spring Play
			SUNDAY 30	

SEPTEMBER	
24	MONDAY
25	TUESDAY
26	WEDNESDAY
29	SATURDAY
30	SATURDAY

Magnolia Heights School 2011-2012 School Calendar	
Aug. 13-15	Teacher In-Service
*Aug. 16	First Day of School
Aug. 20	Back to School Picnic
**Sept. 3	Labor Day Holiday
Oct. 12	End of First Term
**Oct. 15-16	Fall Break
*Oct. 23	Harvest Fun Festival
**Nov. 21-25	Thanksgiving Holidays
*Dec. 17-21	First Semester Exams
*Dec. 21	End First Term
*Dec. 22-Jan. 6	Christmas Holidays
Jan. 7	Begin Second Semester
Mar. 7	End Third Term
**Mar. 8	District Teachers' Meeting
**Mar. 8-17	Spring Break
Mar. 18	Begin Fourth Term
**Mar. 29-Apr. 1	Easter Holidays
*May 20-24	Final Exams
May 23	Graduation
May 28	Report Cards Mailed or Picked-up

EARLY DISMISSAL SCHEDULE	
11:30	4-5 KINDERGARTENS
11:50	GRADES 1-5
12:00	GRADES 6-12

Calendar as of January 3, 2011. Schedule subject to change.

OCTOBER 2011							
1	Tuesday	1	Tuesday	15	Tuesday	29	Tuesday
2	Wednesday	2	Wednesday	16	Wednesday	30	Wednesday
3	Thursday	3	Thursday	17	Thursday	31	Thursday
4	Friday	4	Friday	18	Friday		
5	Saturday	5	Saturday	19	Saturday		
6	Sunday	6	Sunday	20	Sunday		
7	Monday	7	Monday	21	Monday		
8	Tuesday	8	Tuesday	22	Tuesday		
9	Wednesday	9	Wednesday	23	Wednesday		
10	Thursday	10	Thursday	24	Thursday		
11	Friday	11	Friday	25	Friday		
12	Saturday	12	Saturday	26	Saturday		
13	Sunday	13	Sunday	27	Sunday		
14	Monday	14	Monday	28	Monday		
15	Tuesday	15	Tuesday	29	Tuesday		
16	Wednesday	16	Wednesday	30	Wednesday		
17	Thursday	17	Thursday				
18	Friday	18	Friday				
19	Saturday	19	Saturday				
20	Sunday	20	Sunday				
21	Monday	21	Monday				
22	Tuesday	22	Tuesday				
23	Wednesday	23	Wednesday				
24	Thursday	24	Thursday				
25	Friday	25	Friday				
26	Saturday	26	Saturday				
27	Sunday	27	Sunday				
28	Monday	28	Monday				
29	Tuesday	29	Tuesday				
30	Wednesday	30	Wednesday				
31	Thursday	31	Thursday				

Add your School Handbook and/or a School Calendar to the Assignment Keeper for a fraction of the cost to produce a separate handbook. Students will always have their handbooks available!



Community Birthday Calendar® • Fire Safety Calendar  
 School Activities Calendar • Pictorial Calendar  
 School Handbooks • Assignment Keepers  
 Pocket Planners

**WITH OPTION TO ADD YOUR SCHOOL HANDBOOK**

Quantity	8 1/2" x 5 1/2" Size Base Price 52 Weeks	Add Per Sheet (sheet equals two pages of print)	8 1/2" x 11" Size Base Price 52 Weeks	Add Per Sheet (sheet equals two pages of print)
	Totals 104 pages printed front and back		Totals 104 pages printed front and back	
100	\$5.45	\$ .13	\$6.25	\$ .14
200	\$3.95	\$ .08	\$4.68	\$ .09
300	\$3.46	\$ .065	\$4.25	\$ .075
400	\$3.17	\$ .06	\$3.90	\$ .065
500	\$2.97	\$ .055	\$3.75	\$ .06
600	\$2.89	\$ .05	\$3.65	\$ .055
700	\$2.81	\$ .045	\$3.58	\$ .0525
800	\$2.75	\$ .0425	\$3.53	\$ .05
900	\$2.70	\$ .04	\$3.47	\$ .0475
1000	\$2.67	\$ .0375	\$3.44	\$ .045
1500	\$2.59	\$ .035	\$3.36	\$ .0425
2000	\$2.53	\$ .0325	\$3.31	\$ .04

Over 2500 • Call for a quote Assignment Keepers are printed in 2-page multiples. One SHEET of paper equals 2 PAGES of print.

**BASE PRICES ARE FOR ASSIGNMENT KEEPERS WITH 52 WEEKS FOR RECORDING ASSIGNMENTS.**

For example, if a handbook is added to the Assignment Keeper, take the number in the second column (Add Per Sheet), times the number of sheets in your handbook and add this to the base price. Remember - one sheet equals 2 printed pages. **DO NOT INCLUDE THE COVER IN CALCULATING THE NUMBER OF SHEETS (pages).** SEE EXAMPLES BELOW.

**ALL COPY AND ART FOR ENTIRE HANDBOOK MUST BE SUBMITTED WITH ORDER**

- **Not interested in technical printing terms? Simply send in your printed document, and we will use your printout as camera ready artwork. If applicable, we will reduce your 8 1/2" x 11" pages to the 8 1/2" x 5 1/2" Assignment Keeper format. Be sure to send the digital file as well.**
- For the best quality printing, we prefer PDF files which must have ALL fonts and artwork embedded or Quark Xpress or InDesign files with all font and artwork support files.
- You may submit a Publisher file by using File/Pack and Go/Take to Commercial Printing Service.

Prices include the printing of your customized cover (inside & outside), on 10 point white stock, coated on one side (other paper stocks available at an additional cost). The price includes one sponsorship advertisement to be printed on the outside/inside front or back cover. Call for prices for printing additional advertising. The outside cover can be printed in your choice of our stock colors or full color. The inside cover is printed in black ink only. Assignment Keepers are spiral bound using your choice of white or black plastic coil binding. Other colors available for plastic coil binding at an additional cost. Call for Quote. School events can be printed on the actual dates for .15¢ per listing.

\*Laminated and plastic (polyethylene) covers are available at an extra charge. Please call for prices.

Prices effective 10/2010. (Includes Shipping)

**Example #1** – 300 Assignment Keepers measuring 8 1/2" x 5 1/2" with a 32 page handbook (16 sheets) with custom cover. Base price for 300 is \$3.46 each or \$1,038.00. Add \$1.04 per book (16 sheets X \$.065) for the handbook. Total cost for this Assignment Keeper with a 32 page handbook with custom cover is \$4.50 each or \$1,350.00.

**Example #2** – 500 Assignment Keepers measuring 8 1/2" x 11" with a 16 page handbook (8 sheets) with custom cover. Base price for 500 is \$3.75 each or \$1,875.00. Add \$.48 per book (8 sheets X \$.06) for the handbook. Total cost for this Assignment Keeper with a 16 page handbook with custom cover is \$4.23 each or \$2,115.00

# Order Form

# Assignment Keepers

P O# \_\_\_\_\_ Date \_\_\_\_\_  
 Your Name \_\_\_\_\_  
 Organization Name \_\_\_\_\_  
 Home Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
 Work Phone (\_\_\_\_\_) \_\_\_\_\_ E Mail \_\_\_\_\_  
 Cell Phone (\_\_\_\_\_) \_\_\_\_\_

**MAIL** Confirmation to: \_\_\_\_\_ Deliver by: \_\_\_\_\_ (4-6 weeks delivery time)

Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SHIP** Assignment Keepers to: (If different from mail to address)

Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(Please submit copy on a disk and as hard copy printed one side only)

Are you adding your School Handbook? If so, simply send us your printed pages along with the same information on a CD. The printed pages must include all copy, logos, pictures, etc. as your Handbook pages will be reproduced exactly as submitted. For school events (either listed on individual days and/or on a monthly calendar), submit the school events in chronological order. Again...we need printed pages and the information saved on a CD. Also, you have MANY color options for your outside cover. From a color picture to a school logo, and from one color to multi color – the CHOICE IS YOURS! Please provide us a copy of your cover design and indicate what colors are to be used (outside cover can be multicolor; inside cover is black & white only). Unless otherwise indicated, covers will be printed on white stock.



**We are ordering Plastic coil binding in ...**  White  Black

**WE ARE ORDERING:**  8 1/2" X 5 1/2" Finished Size  8 1/2" X 11" Finished Size

**IF COVER REMAINS THE SAME AS LAST YEAR, CHECK HERE**

	Quantity	Price Each	Total
Total Number of Assignment Keepers			
Total Number of Listings Printed on Date Blocks		.15¢	
Total Number of Extra Pages			
Total for Additional Advertising			
<b>Shipping Included</b>		<b>Grand TOTAL</b>	<b>\$</b>

Check, money order, or school purchase order, made payable to the GORDON BERNARD CO., LLC must accompany your order.

With this order form, PLEASE INCLUDE YOUR PAYMENT (or school purchase order), HANDBOOK PAGES & SCHOOL EVENTS (if applicable), ART WORK & LAYOUT (for inside & outside covers). Please remember to send a CD with your information, too.

GORDON BERNARD COMPANY, LLC  
 22 Whitney Drive, Milford, OH 45150  
 Phone: 1.800.531.1484 • info@gordonbernard.com • www.gordonbernard.com