INFORMATION

School/Organization _____Phone: _____

Contact Name: _____Email Address: _____

Shipping Address: _____

☐ Billing Address same as shipping: _____

Reality Town Date: _____   **Handbook Delivery Date: _____

**Please allow a minimum of 2 weeks from receipt of order for delivery. A $50 rush fee will be charged on all orders under 2 weeks

> **Pay stubs will be processed with the following unless you indicate differently:**
> ✔ **All 4 scenarios** (Married Spouse - Works, Attends School, Stays home, & Single Parent)
> ✔ **1-3 children**
> ✔ **Single Parent ratio 1:10**
>   For more choices use the "Customized Order Form" or call or email us.

QTY	ITEM	PRICE	EXTENDED PRICE
	Student Handbook & Personalized Pay Stub (per student)	$1.95	
	Shipping & Handling **(Minimum $15.00)**	$15.00	
	Student Online Pay Stub Submit Feature	$24.95	
	Student GPA Check	$9.95	
	Random Assign ☐ Random Sort ☐ Education level Sort	$9.95	
	2022 Business Update—updated presentations will be emailed	$60.00	
	Complete Set of Business Instructions and Flash Dr	$90.00	
	Debit Cards (purchased w/ handbooks .15 each)	.20	
	Rush Fee (for orders under 2 weeks)	$50.00	
Sort Handbooks: ☐ Alphabetically ☐ Alphabetically by teacher		**TOTAL**	

Handbook Certificate/Discount Code:_____

TO SUBMIT STUDENT PAYSTUB INFORMATION USING THE ONLINE Career Form at realitytownsubmit.com:
✔ **Email your Student List (names, teacher/group (optional)) to realitytown@msn.com**
✔ **Include school name, contact name, and Reality Town date**
✔ Write **"Online Submit 'School Name'"** in the subject line

TO SUBMIT STUDENT INFORMATION VIA EMAIL (student names & job choices in a spreadsheet):
✔ **Email Student List as an attachment to realitytown@msn.com.**

   see instructions on next sheet or use the Template found at **www.realitytown.com** under resources

✔ **Include school name, contact name, and Reality Town date**
✔ Write **"Job Requests 'School Name'"** in the subject line

Please fax order form to (866) 205-2920

HOW TO CREATE AND SUBMIT YOUR STUDENT INFORMATION FILE

(INFORMATION IN A SPREADSHEET)

Easy—Copy and paste your information into one of our Excel Paystub Templates, found at: www. realitytown.com under "Resources" or create your own in an Excel spreadsheet, with the following information.

- Column **A - Organization (Opt)** (i.e. teacher, period, team, etc.)
- Column **B - Student's Last Name or Full Name**
- Column **C - Student's First Name** - (leave this blank if you put the student's full name in column B)
- Column **D -** Assigned **Occupation** - (only include one career choice)

(*Data entry services are available for an additional fee - call for pricing & details*)

HOW TO SUBMIT YOUR STUDENT INFORMATION

Submit your student file with job choices as an Email attachment to:

realitytown@msn.com

- Fax or email your **Order Form**
- Fax or send a copy TAX Exemption form

TO SUBMIT STUDENT PAYSTUB INFORMATION USING OUR ONLINE SUBMISSION FORM

Career Form at realitytownsubmit.com:

See Instructions for submission on our website: realitytown.com under "Resources".

You will receive a confirmation e-mail within 1-2 business day of receipt of your order.

Please call or email if this does not happen.

YOUR ORDER WILL BE DELIVERED WITHIN 2 WEEKS OF RECEIPT OF STUDENT INFORMATION & ORDER FORM

HELPFUL HINTS

- Get student lists from your registrar or secretary in electronic formats (on the computer) so that you don't have to type in each student's name.
- Use Microsoft Excel for data entry. The program will fill in occupations previously typed so that you only have to type the complete title once.
- Include all student information in the same file and worksheet.

EXAMPLE

Organization	Student Last Name / Full Name	Student First Name	Occupation
Wilson 2	Thompson, Megan		Pediatrician
Wilson 2	Smith	David	Taxi Cab Driver
Wilson 3	Harris	Nathan	Civil Engineer