



Student Handbook Order Form

R.E.A.L. Curriculum
P.O. Box 279, Utah 84043
801-824-REAL (7325)
FAX 801-766-4232

Realitytown@msn.com
www.realitytown.com

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 call or email us.

QTY	ITEM	PRICE	EXTENDED PRICE
	Student Handbook & Personalized Pay Stub (per student)	\$1.95	
	2025 Business Update—updated presentations will be emailed	\$55.00	
	Debit Cards (purchased w/ handbooks .15 each)	.20	
	Student Online Pay Stub Submit Feature	\$24.95	
	Random Assign <input type="checkbox"/> Random Sort <input type="checkbox"/> Education level Sort	\$9.95	
	Student GPA Check	\$9.95	
	New Logo 2025 Set of Business Instructions	\$90.00	
	Shipping & Handling (Minimum \$15.00)	\$15.00	
	Rush Fee (for orders under 2 weeks)	\$50.00	
Sort Handbooks: <input type="checkbox"/> Alphabetically <input type="checkbox"/> 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](http://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