

**PAID PRINT NEWSPAPER ORDER FORM - 3 OR MORE COPIES**

PAGE 1 OF 2



ORDERED BY \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

SCHOOL PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**DELIVERY LOCATION**

To ensure accurate delivery, check the following that best describes your delivery location:  main entrance (door # \_\_\_\_\_)

loading dock     door # \_\_\_\_\_     under the overhang     lock box     other \_\_\_\_\_

Building name \_\_\_\_\_

Please indicate the side of the building:

north     south     east     west

The Minnesota Star Tribune is able to service only one delivery location per school.

**PAYMENT METHOD**

Pre-payment is required to receive newspapers and materials.

- purchase order \_\_\_\_\_ (number)
- check or money order enclosed (payable to The Minnesota Star Tribune-NiE)
- credit card (check one):  Mastercard     Visa  
 American Express     Discover

NAME ON CARD \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ SIGNATURE OF CARDHOLDER \_\_\_\_\_

**NEWSPAPERS ORDERED AND COST**

For price inquiries, call 612-673-4929 or 1-800-927-9131.

\_\_\_\_\_ # of copies per day  
 \_\_\_\_\_ x delivery days  
 \_\_\_\_\_ = total newspapers ordered x 55¢ per copy  
 \_\_\_\_\_ = **TOTAL COST**

**ORDER FORM INSTRUCTIONS**

- Send a completed NIE order form with your payment.
- PRINT CLEARLY IN CAPITAL AND BLOCK LETTERS.
- Complete all sections of the NIE order form.
- We are only able to process orders on a yearly basis (July-June). You must complete a new order form and submit payment each year.

**FAX FORMS TO:** 612-673-4214

**SCAN AND EMAIL TO:**  
[leah.lawrence@startribune.com](mailto:leah.lawrence@startribune.com)

**ORDER FORM QUESTIONS**

Call the News in Education Department at 612-673-4929 or 800-927-9131.

**DELIVERY QUESTIONS**

Contact Customer Service at 612-673-4929 or 800-927-9131.

PLEASE FILL OUT DELIVERY DAYS ON PAGE 2

**PAID PRINT NEWSPAPER ORDER FORM - 3 OR MORE COPIES**

Indicate the number of copies you would like delivered each day: (Minimum of 3 newspapers required per delivery day.)

**MONDAY:** # \_\_\_\_\_  
**TUESDAY:** # \_\_\_\_\_  
**WEDNESDAY:** # \_\_\_\_\_  
**THURSDAY:** # \_\_\_\_\_  
**FRIDAY:** # \_\_\_\_\_

- Place an 'S' on the day you would like delivery to start and an 'E' on the date you would like your delivery to end.
- Cross out with an X all non-delivery dates, including school holidays.
- If your order does not have consistent numbers and days of delivery, please fill in the number of newspapers you need for each delivery date.
- Calculate the number of days of delivery and number of papers for total newspapers ordered.

JULY '25				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

# of delivery days: \_\_\_\_\_

AUGUST '25				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

# of delivery days: \_\_\_\_\_

SEPTEMBER '25				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

# of delivery days: \_\_\_\_\_

OCTOBER '25				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

# of delivery days: \_\_\_\_\_

NOVEMBER '25				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24/31	25	26	27	28

# of delivery days: \_\_\_\_\_

DECEMBER '25				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

# of delivery days: \_\_\_\_\_

JANUARY '26				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

# of delivery days: \_\_\_\_\_

FEBRUARY '26				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

# of delivery days: \_\_\_\_\_

MARCH '26				
M	T	W	T	F
2	3	4	5	6
	9	10	11	12
13				
16	17	18	19	20
23	24	25	26	27

# of delivery days: \_\_\_\_\_

APRIL '26				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

# of delivery days: \_\_\_\_\_

MAY '26				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

# of delivery days: \_\_\_\_\_

JUNE '26				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

# of delivery days: \_\_\_\_\_