



Helping today's students meet the challenges of tomorrow!
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EMAIL THIS FORM: TO shad.hicks@thesouthern.com

For Office Use Only	
Acct#	_____
Trk#	_____
Relay Trk	_____
Date	_____
Paid	_____

20019-2020 NIE Request Form

(Please print and fill out all requested information)

Teacher's Name _____ Contact Person _____
 School Name _____
 School Address _____ Phone _____
 Teacher email (must be school address) _____ Fax Number _____
 Teacher email _____
 # of students using the newspaper each day (required) _____ Grade(s) _____
 Subjects taught using the newspaper _____
 # of papers ea. day: (minimum of 5 per delivery day) Sun: ___ Mon: No pub Tue: ___ Wed: ___ Thurs: ___ Fri: ___ Sat: ___
 Delivery start date: _____ Last date of delivery: _____
 Delivery Instructions (Please give us specific instructions on where to deliver the newspapers. Ex: double doors on south side of building facing Main St)

2019-2020 School Year

Please put an X through ALL of the days you **DO NOT NEED DELIVERY** of The Southern Illinoisan. Be sure to include all school holidays, in-service days, teacher conference days, etc. There is no publication on Mondays.

Aug-19							Sep-19							Oct-19							Nov-19																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S												
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	27	28	29	30	31	17	18	19	20	21	22	23	24	25	26	27	28	29	30
25	26	27	28	29	30	31	29	30						27	28	29	30	31								24	25	26	27	28	29	30							

Dec-19							Jan-20							Feb-20							Mar-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	7
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
29	30	31																									

Apr-20							May-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

BILLING INFORMATION:
 (Please use this formula to figure the cost of your newspapers)

of papers/day _____ x \$.15 = \$ _____ (cost per day)

X _____ (total # of days of delivery) = \$ _____ total cost*

*If you choose to receive Sunday papers, your total cost will be higher. Sunday papers cost \$1.00 each.

All schools are eligible at no cost for unlimited digital access to thesouthern.com and the electronic PDF replica of the print edition. Please submit form with info filled out above and make sure to include valid school email address.

Please check one:
 Enclosed check or money order, payable to "The Southern Illinoisan"
 Bill us: [_____ monthly] [_____ for the entire order] Purchase order # _____
 Teacher signature _____ Date _____