

# REALITY TOWN®

## Student Handbook Order Form

Email: [realitytown@msn.com](mailto:realitytown@msn.com) Questions: 801-824-7325

### SCHOOL INFORMATION

School: \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone: \_\_\_\_\_

Shipping Address \_\_\_\_\_

Billing Address same as shipping \_\_\_\_\_

Email Address \_\_\_\_\_

Reality Town Date \_\_\_\_\_ Date for Handbook Delivery \*\* \_\_\_\_\_

\*\*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, Married Spouse Attends School, Married Spouse 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 (per 100) Minimum \$15.00	\$10.00	
	Online Pay Stub Submit Feature w/ GPA Check	\$24.95	
	Student GPA Check	\$9.95	
	Random Assign	\$9.95	
	2019 Business Update <input type="radio"/> New Logo <input type="radio"/> Old Logo	\$60.00	
	Complete Set of Business Instructions — <i>New Logo only</i>	\$85.00	
	Debit Cards (purchased w/ handbooks .15 each)	.20	
	Rush Fee (for orders under 2 weeks)	\$50.00	
<b>TOTAL</b>			

Handbook Certificate/Discount Code: \_\_\_\_\_

### TO SUBMIT STUDENT PAYSTUB INFORMATION USING ONLINE Career Form at [realitytownsubmit.com](http://realitytownsubmit.com):

- ✓ Email your Student List (names, GPA's (optional)) to [realitytown@msn.com](mailto: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 (traditional method):

- ✓ Email Student List as an attachment to [realitytown@msn.com](mailto:realitytown@msn.com).  
see instructions on next sheet or use the Template found at [www.realitytown.com](http://www.realitytown.com)
- ✓ Include school name, contact name, and Reality Town date
- ✓ Write "Pay Stub Submit 'School Name'" in the subject line

Please fax order form to (866) 205-2920

## HOW TO CREATE AND SUBMIT YOUR STUDENT INFORMATION FILE

(TRADITIONAL METHOD)

Easy—Copy and paste your information into one of our Excel Paystub Templates, found at: [www.realitytown.com](http://www.realitytown.com) or create your own spreadsheet or table in either an Excel spreadsheet, or use a Microsoft Word or WordPerfect table format with the following information. *Data entry services are available for an additional fee - call for pricing & details.* (All student information must be included in one file.)

Opt.

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

## HOW TO SUBMIT YOUR STUDENT INFORMATION

Submit your file in one of the following ways:

- **E-mail your file** as an attachment to:  
[realitytown@msn.com](mailto:realitytown@msn.com)
- Fax or email your **Order Form**
- Fax or send a copy TAX Exemption form

## TO SUBMIT STUDENT PAYSTUB INFORMATION USING ONLINE FORM

Career Form at [realitytownsubmit.com](http://realitytownsubmit.com):

See Instructions for submission on our web-

**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 in 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