

Resource Solutions



Your best fundraisers start here

INSTRUCTIONS FOR PLACING A STUDENT PACKED ORDER

STUDENT PACKED

Elite Retreats
Gourmet Cookie Dough

To Place an Order:

- 1) Check all order forms for the following: Student name, Teacher name.
- 2) Order forms need to be totaled at the bottom of each form.
- 3) If a student has multiple order forms, paperclip together and mark total number of pages at bottom of order form.
- 4) You can enter your own orders using our Excel worksheet and email to Resource Solutions or go to step 5.
- 5) Tear order form from brochure and only send back page. You don't need to send in full brochure.
- 6) Orders can also be faxed if you have less than 10 orders.
- 7) Make a copy of each form for your records.
- 8) **PAYMENT MUST ACCOMPANY ALL ORDERS UNLESS YOU HAVE PREQUALIFIED WITH US FOR 30-DAY TERMS.**
- 9) Group all forms by classroom and place in a separate envelope (1 per classroom) or paperclip together. Label with the teacher or class name and also the school or group name-- -i.e. Johnson 1st Grade Lincoln Elementary
- 10) Make sure all shipping information is current and correct. If there is a change, please include new shipping information.
- 11) Mail complete package to Resource Solutions by due date. Orders not turned in by due date may be subject to delay.
- 12) **Allow 3-4 weeks for delivery.**
- 13) When sending your order forms, we recommend you use a service that can "track" the order—UPS—Fed Ex—etc. You are responsible for getting the order to Resource Solutions on time and in good condition.

UPS or FedEx ship to Address: 1610 W. 13th St. N. Wichita, KS 67203

P.O. Box 1513 • Wichita, KS 67201-1513

1-800-642-0780

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