

# Resource Solutions



Your best fundraisers start here

## INSTRUCTIONS FOR PLACING A MAGAZINE ORDER

### To Place an Order:

- 1) Students sell magazines from our catalog with order forms and collect payment with traditional programs or no payment with pay later programs.
- 2) Money and/or Order forms turned in on designated turn-in days in a sealed envelope with student's name, homeroom and amount of money submitted written clearly on the front of the envelope.
- 3) Sealed envelopes collected either in central location or by classroom in larger homeroom envelope and transported to a quiet accounting area.
- 4) Each room is tabulated, one student envelope at a time...if there is more than a quarter discrepancy (over or under) it is returned for clean-up...or...if the order form is incomplete send it back.
- 5) Student totals are added to obtain room totals.
- 6) Process repeated for each student & room on each designated turn-in day.
- 7) Make sure all billing information is current and correct. If there is a change, please include new information on your summary report.
- 8) School keeps yellow copy, customer pink copy and white copy is sent in to Resource Solutions.
- 9) Mail complete package to Resource Solutions along with your Summary Report.
- 10) 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.
- 11) Allow up to 14 weeks for a magazine subscription to start, especially if it is not a weekly publication. Six to eight weeks for music or video products.

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

**Sales may be viewed online using Web Instructions. Late orders should follow same instructions to place an order.**

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

**1-800-642-0780**

316-262-0780 • Fax 316-262-7169

[www.ResourceFundraising.com](http://www.ResourceFundraising.com)