

Resource Solutions



Your best fundraisers start here

INSTRUCTIONS FOR PLACING A STUDENT PACKED ORDER

STUDENT PACKED

**Holiday & Spring Seasonal Gifts
Custom Thermal Mugs
Sports Water bottles/cups**

To Place an Order:

- 1) Check all order forms for the following: Student name, Teacher name, Organization name and prize selection (“award” box) if applicable.
- 2) If a student has multiple order forms, staple together and mark total number of pages at bottom of order form. Send only the white copies to Resource Solutions and keep the yellow copies for your records. For single sheet order forms please make a copy for your records.
- 3) Legible Writing (If you can’t read it, we can’t either.)
- 4) We will run a report for you for students with online orders or they could have copy of online orders paper clipped to order form. Mark appropriate prize on order form. This is for prize selection only. Online orders do qualify for prize totals if they are during your regular sale.
- 5) Order forms do not have to be totaled. We will do this for you unless you are sending payment with your order. **PAYMENT MUST ACCOMPANY ALL ORDERS UNLESS YOU HAVE PREQUALIFIED WITH US FOR 30-DAY TERMS.**
- 6) For 2 part order forms, Keep the bottom copy for your records and turn in the original copy.
- 7) 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
- 8) Make sure all shipping information is current and correct. If there is a change, please include new shipping information.
- 9) Mail complete package to Resource Solutions by turn in date. Orders not turned in by turn in date may be subject to delivery delay.
- 10) **Allow 3-4 weeks for delivery.**
- 11) 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

A computer printout will be sent to you with delivery of product. One “add-on” order is allowed for Fall or Spring catalog. Add-on orders are not guaranteed to arrive with original order. All claims for missing or damaged items must be made within 14 days of receipt of order. Please group all claims together and mail or call in all at one time.

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

1-800-642-0780

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www.ResourceFundraising.com