

Placing Your Group Order

Getting Organized for Your Group Order

- ☐ Please read these pages carefully to ensure a successful promotion.
- ☐ Find a **Coordinator/Contact Person**.
- ☐ Confirm your **School Customer Number**. Each order must include your Montessori Services school customer number. Don't know your number? Please contact Customer Service.
- ☐ Be sure the following boxes are filled out on the Family Group Order Form (p. 5):
 - ☐ **School Information**.
 - ☐ **Tax Rate**. California schools: determine the tax rate your families will pay and check the appropriate rate in the **Tax Rate** box at the bottom of the form.
 - ☐ **Shipping Rate**. Determine the shipping rate your families will pay and write it in the **Shipping Rate** box at the bottom of the form. Shipping cost is based on destination, merchandise total, and when your order is submitted. Please use the following chart to determine the shipping rate for your Group Order.

Group Order Shipping Charges	Contiguous US	AK, HI, PR, VI	Canada
Placed by October 25 and \$500 or more	Free	Free	15%
Placed after October 25 and \$500 or more	8%	14%	15%
Under \$500	Use shipping chart in catalog or online.		

- ☐ Make a photocopy of the filled-in Family Group Order Form for each family.
- ☐ Optional: complete page 6, the Group Order Letter. This letter can be used as a poster — download a color version online: forsmallhands.com/school-credit-promotion. Alternately, photocopy the letter and give one to each family.
- ☐ Distribute a *For Small Hands* catalog or the eCatalog link (forsmallhands.com/flip), Family Group Order Form, and Group Order Letter (optional) to each family.

Preparing Your Group Order

Check each order as it is submitted.

- ☐ If more than 1 of an item is ordered, is the multiplication correct? (Price times the quantity.)
- ☐ Is the merchandise subtotal correct?
- ☐ Is the tax (CA only) calculated correctly?
- ☐ Is the shipping charge calculated correctly?
- ☐ Is the order total correct?
- ☐ Did the family pay the correct amount?
- ☐ Once all the orders are received and checked, you are ready to submit the Group Order to Montessori Services for processing. Orders paid by credit card may be submitted online, by fax, by email, or by mail (we do not accept Group Orders over the phone). Orders paid by check must be submitted by mail. We will accept only ONE payment for each Group Order (one check or one credit card number).
- ☐ Make sure you have two copies of each Family Group Order Form — one for each family when you distribute the orders and one for your records.

Placing Your Group Order — Online

Placing your Group Order online is fast and easy. The website tallies the families' orders for you, and there's less processing time.

- ☐ Go to forsmallhands.com and click on "Group Order" at the top of the page.
- ☐ Enter each family order.
- ☐ Review amounts due from families (calculated automatically), and print family order records.
- ☐ Choose "Group Order Checkout."
- ☐ Review and print the printable Group Order. Choose "continue" to begin the usual online checkout process.
- ☐ Enter credit card payment information.
- ☐ During checkout, complete the extra Group Order fields: enter your 6-digit school customer number, select the quantity of free bags needed, and enter your school's holiday closure dates.
- ☐ Confirm and place your order.

Placing Your Group Order — Mail, Email, or Fax

- ☐ Fill out the Group Order Cover Sheet completely (p. 7). Instructions are on the form.

More Ways to Earn Credit

- You can place more than one Group Order during the promotion.
- Some schools place an early Group Order (before October 25) to qualify for free shipping and a later order to accommodate late family orders.
- Anyone can place individual orders for credit through December 31.
- Have your families share your Custom Earn Credit Link (see p. 8) with their families and friends.

Above & Beyond

We surveyed the top credit-earning schools from the past year and have compiled their advice. Visit forsmallhands.com/scp/tips to learn how some schools earned over \$500 in credit!

Questions? We're here to help!

Customer Service

877-975-3003 • M-F, 8:00am - 4:30pm PT

email: info@MontessoriServices.com