## For Small Hands School Credit Promotion Group Order Cover Sheet

**Please note:** If you'd rather not fill out this Cover Sheet, you can create your Group Order online and let the website calculate totals for you. Then print out the Group Order and send it by mail, email, or fax with your payment. View the how-to details at *forsmallhands.com/school-credit-promotion*.

Please Credit:		
School Customer #:		
School Name:		
Mailing Address:	Street	
City	State	Zip
<b>a</b> ()		

Coordinator/Contact Name: \_\_\_\_\_

**T** (

Email:\_\_

## **Final Steps Before Submitting Your Order**

Collect completed Family Group Order Forms and payments from families. Make sure payment is made to the designated party (not to Montessori Services).

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 $\square$  Check the math on each order to be sure the family has submitted the right amount.

Fill out this Group Order Cover Sheet completely. ('Please Credit' box, Coordinator information, 'Ship To' box, payment information, family order totals, number of bags, school closure dates.)

Add up the Family Order Total column. This is the Group Order Amount Due. Your ONE payment should match this amount.

□ Include payment. **One payment** per Group Order.

Paying by check? Make the check payable to Montessori Services.

Paying by credit card? Fill out credit card information completely.

🔲 MasterCard 🔲 Vis	a 🔲 American Express 🔲 Discover Card	
Card #:		
Expiration Date	3 or 4 digit CVV code	
Name on Card:		
<b>a</b> ( )		

Make a copy of this Cover Sheet for your records.

Make sure you keep two copies of each Family Group Order Form — one for each family when you distribute the orders and one for your records.

Mail, email, or fax all the Family Group Order Forms AND this Group Order Cover Sheet to Montessori Services (see below).

## **Montessori Services**

11 West 9th Street, Santa Rosa, CA 95401 Fax: 800-483-9822

email: info@MontessoriServices.com

Questions?

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

Rec'd

#:

For office use:

Total # pages sent, including this cover sheet:

Family Order Totals Attach additional sheet if necessary.

Name of Family	Family Order Total
Group Order Amout Due	

Please send **one payment** equal to this amount.

## How many free bags do you need? \_\_

(Usually 1 per family is enough. Enter 0 if you don't want any bags.)

When does your school close in December? \_