

Group Order Cover Sheet

Please Credit:

Email: _____

- ☐ Collect completed Family Group Order Forms and payments from families. Make sure payment is made to the designated party (**not to Montessori Services**).
- ☐ 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
 ☐ Visa
 ☐ American Express
 ☐ Discover Card

Card #:

Expiration Date

3 or 4 digit CVV code

Name on Card: _____

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- ☐ 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).

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

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State

Zip

[illegible]

When does your school close in December? _____