

Individual Order Checklist

Getting Organized

- ☐ Please read these pages carefully to ensure a successful promotion.
- ☐ Find a **Coordinator/Contact Person**.
- ☐ Visit forsmallhands.com/scp to confirm your **School Customer Number** and get your **Custom Earn Credit Link**. To earn credit, each order must be placed via the Custom Earn Credit Link OR must include your Montessori Services school customer number. Don't know your number? Log into the school's account on forsmallhands.com or contact Customer Service.

If you have any questions, please contact

Customer Service

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

email: info@MontessoriServices.com

If Sharing the Custom Earn Credit Link

- ☐ Send messages to families about the promotion. Don't forget to include your **Custom Earn Credit Link** (see p. 9)!
- ☐ Post your Custom Earn Credit Link to the school's social media accounts. Invite everyone to share it too!

Did You Know?

Anyone (parents, grandparents, friends, teachers) can credit your school by ordering from *For Small Hands* or from forsmallhands.com during the promotion period. All they need to do is provide the school customer number and order \$25 or more (in merchandise). Even small schools can earn substantial credit when everyone gets involved.

If Distributing Paper Catalogs

- ☐ Write your school customer number and information in the "CREDIT A SCHOOL!" box on the catalog order forms (catalog p. 30). **Tip:** To save time, print out address labels with the school customer number and school name, address, and phone number, and affix them to the catalog order forms.
- ☐ Write your school customer number on the Individual Order Letter (p. 9).
- ☐ Copy or print the letter and distribute one with each catalog.

