

Individual Order Checklist

Getting Organized

- 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.
- Before you pass out the catalogs, or give out the eCatalog link, write the school customer number and information in the "CREDIT A SCHOOL!" box on the catalog order forms (p. 30).
Tip: To save time, print out address labels that show the school customer number, school name, school address, and school phone number, then affix them to the catalog order forms.
- Write your school customer number on the Individual Order Letter (page 9), photocopy the letter, and distribute the letter and catalogs (or the eCatalog link) to families.

If you have any questions, please contact

Customer Service

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

email: info@MontessoriServices.com

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 and order \$25 (or more). Even small schools can earn substantial credit when everyone gets involved.

