



# for small hands

Toys for Learning. Tools for Life.

## Welcome to the 2023 *For Small Hands* School Credit Promotion!

The catalogs you requested are enclosed. This packet is designed to support your participation.

### General Information

#### How to Earn Credit

- Place orders from **September 1 – December 31** from the ***For Small Hands*** catalog, website, or eCatalog.
- Orders **must be \$25 or more** (in merchandise) to earn credit.
- Each order **must designate a school/program** to receive credit **OR** be placed via the school's **Custom Earn Credit Link**. Eligible participants include any public, private, or charter school, teacher training program, preschool, after-school program, daycare or Head Start program, corporate or academic childcare center, homeschool, library, or enrichment program.
- Orders from **\$25 to \$500 earn 10%** (of the merchandise total) as a credit voucher.\*
- Orders of **\$500 or more earn 15%** (of the merchandise total) as a credit voucher.\*
- Group Orders of **\$500 or more**, placed/postmarked by **October 25**, also receive **Free Regular Domestic Shipping** to one U.S. address.
- **ANYONE** can credit your school! **All orders of \$25 or more from the For Small Hands (catalog or website) are eligible for credit.** Items found only in the *Montessori Services School Catalog* (or website) are not eligible for credit.
- Gift Certificates purchased through *For Small Hands* are eligible for credit. Since Montessori Services Gift Certificates can be redeemed for our entire line (*Montessori Services* and/or *For Small Hands* catalog or website) they make great teacher or classroom gifts!

#### \*Credit Vouchers

- Credits will be tallied and the voucher will be sent directly to the school in February 2024.
- Credit vouchers may be used on any future order and can be combined with any other promotion/discount.
- Credit vouchers expire December 31, 2024.

### 2023 Deadlines

September 1: Promotion Begins

October 25: Group Order Deadline for Free Shipping  
Free Domestic Shipping on Group Orders of **\$500 or more**.

November 20: Group Order Deadline for Guaranteed Holiday Delivery  
Group Orders can be placed through December 31. On orders received after November 18, please inquire about estimated delivery times. Holiday delivery may not be guaranteed.

December 31: Promotion Ends

The ***For Small Hands*** Promotion is presented by Montessori Services.  
It is our special way of giving back to the many schools that support us.  
***Thank you.***

## Getting Started

First, decide whether to place a **Group Order** or to ask families to place **Individual Orders**. Then, decide who your **Coordinator/Contact Person** will be (a parent, teacher, staff member, etc.). Choose someone with good organizational skills and a lot of enthusiasm!

**No matter how you participate, children will benefit!**



## Group Orders

### Pros

- Earn **15% credit** if your Group Order is \$500 or more in merchandise (most are). Orders under \$500 earn 10% credit.
- Families receive **FREE Domestic Shipping** if a Group Order is submitted by **October 25** and is **\$500** or more.
- Participation is usually higher when a school places a Group Order.

### Keep in Mind

- Group Orders must be paid with ONE payment (one check or one credit card).
- Merchandise needs to be sorted and distributed.
- There is more administrative work with a Group Order.

### Coordinator's Duties — Group Orders

- Fill out forms and make photocopies.
- Distribute catalogs or eCatalog link and order forms to families.
- Answer questions.
- Collect orders and payments.
- Distribute the orders when the shipment arrives.
- Resolve issues with damaged, missing, or wrong items.
- Estimated time commitment: 10-20 hours depending on the number of orders.

### Group Order — Use Pages 3-7

- Page 3: **Placing Your Group Order**
- Page 4: **Distributing Your Group Order**
- Page 5: **Family Group Order Form**
- Page 6: **Group Order Letter** (optional)\*
- Page 7: **Group Order Cover Sheet** (for mail or fax orders)

## Individual Orders

### Pros

- Orders of \$25 or more in merchandise earn **10% credit**.
- **NEW!** You can send a **Custom Earn Credit Link** to your families to ensure your school receives credit.
- Individuals can place orders online and pay by credit card or PayPal.
- Orders will be shipped directly to the individual's home.
- Takes less coordinating time than a Group Order.

### Keep in Mind

- Individuals must pay their own shipping fees.
- Schools can distribute paper catalogs, share a Custom Earn Credit Link, or both.
- Schools that do both typically earn more credit (though not as much as a Group Order).

### Coordinator's Duties — Individual Orders

- Confirm your school customer number and get your Custom Earn Credit Link.
- Write school customer number and info on the catalog order forms (paper catalogs only).
- Fill out forms and make copies (paper catalog only).
- Distribute catalogs or share your Custom Earn Credit Link (or both!).
- Answer questions.
- Estimated time commitment: 1-2 hours.

### Individual Order — Use Pages 8-9

- Page 8: **Individual Order Checklist**
- Page 9: **Individual Order Letter** (optional)\*

Questions? We're here to help!

### Customer Service

877-975-3003 • M-F, 8:00am - 4:30pm PT  
email: [info@MontessoriServices.com](mailto:info@MontessoriServices.com)

\*Download a color version of the Group or Individual Order Letters online:  
[forsmallhands.com/school-credit-promotion](https://forsmallhands.com/school-credit-promotion) (scroll to Important Details About the Promotion downloadable resources).

**Thank you for participating and best of luck!**

# 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 <b>by</b> October 25 <b>and</b> \$500 or more	Free	Free	15%
Placed <b>after</b> October 25 <b>and</b> \$500 or more	8%	14%	15%
<b>Under \$500</b>	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](http://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](http://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](http://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](http://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](mailto:info@MontessoriServices.com)

# Distributing Your Group Order

Once your order is submitted, it will take 7-10 business days (about two weeks) for your order to arrive. We will send an email with tracking numbers when your order ships so you can plan for when it arrives.

## When Your Order Arrives

- ☐ Count all the boxes. Boxes are numbered, i.e., 1/7 indicates box 1 of 7 total. Contact Customer Service if any boxes are missing.
- ☐ Plan an adequate space to sort your order. Sorting and checking in the order is often easier with two (or more) people.
- ☐ Carefully remove all items from the boxes and lay them out.
  - Small items might be packaged inside other items. Look inside pitchers, watering cans, the wheelbarrow box, etc.
- ☐ Check off each item on the packing list as you find it in the boxes; remember to count the number of items and compare it to the packing list (the quantity shipped appears in the "QSH" column).
  - Use the enclosed *For Small Hands* catalog to help identify items. The page number for each item is listed on the packing list in the "PG" column. Or, enter the item number into the search box on [forsmallhands.com](http://forsmallhands.com) to see a photo of the item.

## Unavailable Items

If an item is not available, you will see a note in the comments section at the end of your packing list. You will not be charged for unavailable items. If a family orders an unavailable item, you will need to refund them. If the Group Order was paid by check, we will refund the school. The school will need to issue refunds to the families.

## Backordered Items

Backordered items are listed on the packing list. The column marked QSH shows how many of each item was shipped. The column marked QBO shows how many of each item is backordered. It is possible for some of an item to be shipped and some of it to be backordered. Backordered items paid by credit card will be charged when they ship.

## Stock Updates

Visit [forsmallhands.com/school-credit-promotion/stock-updates](http://forsmallhands.com/school-credit-promotion/stock-updates) to find a list of discontinued items and substitutions, etc. from *For Small Hands* 2023.

## Sorting the Order

Refer to the Family Order Forms to sort the items by family.

- ☐ Find each item on the first order form, checking them off as you go, and then bagging them. Staple the order form to the bag.
- ☐ If an item is no longer available, make a note on the order form and explain to the family that they will receive a refund. The school will need to issue refunds to the families.
- ☐ If an item is on backorder, make a note on the order form and explain to the family that the backorder will be shipped at a later date.

## Missing/Damaged/Wrong Items

- ☐ The Group Order Coordinator (not individual families) should contact Customer Service immediately with a complete list of missing or damaged items, or items sent in error. Please have your Order Number available when you call. Your Order Number is a 10-digit number in the upper right hand corner of your packing slip.

## Returns/Exchanges

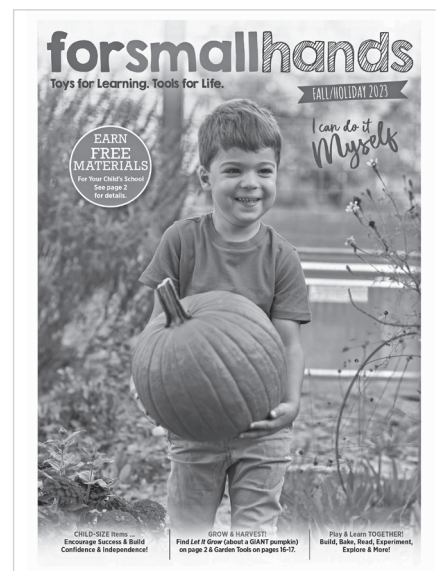
- ☐ All returns/exchanges must be made through the Group Order Coordinator. The coordinator should contact Customer Service.
- ☐ Satisfaction is always guaranteed. Any item may be returned for any reason for an exchange or refund. Return shipping charges are the responsibility of the customer.

Questions? We're here to help!

## Customer Service

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

email: [info@MontessoriServices.com](mailto:info@MontessoriServices.com)









# Earn FREE Materials for Our School!



## Dear Families & Friends,

This year our school will be participating in the *For Small Hands* School Credit Promotion by placing a Group Order. This program allows our school to earn credit to purchase classroom materials to enhance your child's learning experience.



The *For Small Hands* catalog is filled with hundreds of age-appropriate, child-size items that encourage independence, creativity, and problem-solving. This program is a wonderful opportunity to purchase unique and educational holiday gifts for your own children, friends, nieces, nephews, and grandchildren. Please share your catalog with other family members, friends, and neighbors.

## It's Easy to Participate!

Complete the order form by \_\_\_\_\_ and return it to \_\_\_\_\_.

Date

School Coordinator

Make payment to \_\_\_\_\_.

Please - NO individual checks payable to Montessori Services or For Small Hands.

**We will submit your *For Small Hands* order as a part of our school's Group Order.**

**Thank you for supporting our school!**

### Other Ways to Order & Earn Credit

If you miss the Group Order Deadline or want to place an additional order, you can still help our school. Place your order online, by phone, or mail. Enter our School Customer Number \_\_\_\_\_ at checkout to credit our school. Any order \$25 or more will earn our school a 10% credit. Individual orders can continue to earn credit for our school through December 31.

**Online: [forsmallhands.com](http://forsmallhands.com)**

**eCatalog: [forsmallhands.com/flip](http://forsmallhands.com/flip)**

**Phone: 888-513-3998**

**Mail: see address on order form**

# 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:

☐  (  )

- ☐ 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?** \_\_\_\_\_

# Individual Order Checklist

## Getting Organized

- ☐ Please read these pages carefully to ensure a successful promotion.
- ☐ Find a **Coordinator/Contact Person**.
- ☐ Visit [forsmallhands.com/scp](http://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](http://forsmallhands.com) or contact Customer Service.

If you have any questions, please contact

## Customer Service

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email: [info@MontessoriServices.com](mailto: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](http://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.







# Earn FREE Materials for Our School!

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The *For Small Hands* catalog is filled with hundreds of age-appropriate, child-size items that encourage independence, creativity, and problem-solving. This is a wonderful opportunity to purchase unique and educational holiday gifts for your own children, friends, nieces, nephews, and grandchildren. Please share your catalog, or the website link below, with other family members, friends, or neighbors.



## It's Easy to Participate

All you have to do is place an order from *For Small Hands*.

**NEW! Use this Link to Credit Our School Automatically:**  
**forsmallhands.com/scp/** \_\_\_\_\_

(school customer number)

**Phone: 888-513-3998**

**Mail: see address on order form**  
 p. 30 in catalog

Phone/mail orders: indicate you would like to credit **School Customer Number** \_\_\_\_\_

Any order \$25 or more in merchandise will earn our school a 10% credit.

Individual orders will continue to earn credit for our school through December 31.

**Thank you for supporting our school!**



**for small hands**

**Toys for Learning. Tools for Life.**

## **School Credit Promotion Information & Instructions**

**OPEN IMMEDIATELY!**