

SHIP FORM - PAPER ORDERS

IMPORTANT! PLEASE COMPLETE. ALL STEPS REQUIRED.

STEP 1: ORGANIZE

Please check off the following before shipping orders:

- Attach check/money order payment to each order excluding cash. **DO NOT SEND CASH.**
- Write **cash order** on order forms that had cash payments.
- Photocopy all orders and payments for your records. Very important!
- Double check** order forms are filled out completely and have **accurate quantities and payment totals.**

Orders and payment breakdown (Paper Orders Only):

1. Total \$ amount of **cash** you collected for paper orders (keep this amount) \$ _____
2. Total \$ amount of **checks & money orders** being sent to Square 1 Art + \$ _____*
3. Grand Total \$ amount of paper orders collected = \$ _____
4. Total number of order forms collected _____ Total number of checks collected _____

**This amount should be the total amount for checks & money orders being sent to Square 1 Art. Keep and deposit cash payments. Square 1 Art will deduct and adjust your profits accordingly, which will be reflected on your statement.*

STEP 2: ACKNOWLEDGE AND SIGN

Order/payment processing terms and conditions: **DO NOT SEND CASH.** S1A will simply deduct any shortage of monies not sent for those orders from your profit. S1A cannot be held responsible for lost shipments beyond our control. Please **photocopy** all orders and payments in the unlikely event of a lost shipment.

We do not accept late orders. Please refer customers to S1A for late orders. Profit check will be sent via US Postal Service and arrive up to three weeks after receiving keepsakes. Shipping charge applied to fundraisers with less than 50 total orders. By signing this ship form, you acknowledge that you understand the terms and conditions of the Square 1 Art (S1A) order and payment process.

SIGN HERE

Coordinator's Signature: _____ Date: _____

RKC: _____ Coordinator Name: _____ School Name: _____

STEP 3: SHIP

1. Place this form and paper order forms with check or money order payments into provided gray, tough-bag.
2. Apply the UPS shipping label, provided by Square 1 Art, to the provided gray, tough-bag.
3. If UPS comes by your school already, give envelope or box to any UPS driver. Otherwise, please take to any UPS Store or authorized UPS shipping outlet. Do not contact UPS directly for a pickup from your school.
4. Contact Square 1 Art Customer Care at 888.332.3294 x 2, for any shipping related questions.

All shipments to:

SQUARE 1 ART - Order Receiving Dept. 5470 Oakbrook Pkwy. Suite E Norcross, Georgia 30093

UPS prepaid label provided in your handbook. Need Help? Call Customer Care at **888.332.3294**

FOR INTERNAL USE ONLY

CK: _____ \$ CS: _____ Deposit Amount: _____