



THE WRITE STUFF 2018 SALE PLAN

SCHOOL: _____
 CONTACT: _____
 EMAIL: _____
 PHONE: _____
 DELIVERY CONTACT: _____
 DELIVERY PHONE #: _____

***Please complete this form for our TWS@SCHOOL Sale Method (Paper or Online).
 This is for all orders that are placed either at school or online and SHIP TO SCHOOL.***

Online approval of your storefront is required before any sales can be accepted. The approval confirms that all kit contents (products, quantities, brands) have been reviewed by the coordinator for accuracy. Any discrepancies need to be reported to TWS to edit before storefront approval.

1. Do you plan to collect orders at school or refer parents online? Collect at school or Refer parents online
2. Approximately what dates do you plan to hold your sale?

Date range: _____ to _____ (Sale must end by 6/1 unless arrangements have been made with TWS)

3. Would you like a customized sale flyer PDF created for your families?

Yes or No (If yes, we will request more information from you soon.)

4. For online sales, do you want to add a profit to your kits to benefit your parent organization?

Yes or No If yes, indicate dollar amount or percentage per kit: _____

5. For online sales, do you want families to know that you have marked up your kits as a fundraiser?

Yes or No

If yes, please choose from one of the following messages that will appear at the online checkout:

- A portion of this sale will be donated back to your school. Thank you!
 - % or \$ of this sale will be donated back to your school. Thank you!
- (actual amounts will be inserted)

6. For online sales, do you want your families to be able to customize the contents of the kits (adding or removing products)?

Yes or No

If you are collecting orders at school, please submit your Summary Order Form by fax or email. TWS will produce an invoice that can be used to submit your payment. If payment is received after the discount deadline, the school will forfeit any discounts offered.

****NOTE – It can take up to 3 days to upload the supply kits to your storefront****

IMPORTANT DATES: These dates are used in establishing our production schedule.

Requested Delivery Date: _____ (We suggest a minimum of 5 days prior to distribution)

Kit Distribution Date: _____

First Day of School: _____

My school is willing to take early delivery: YES NO

(TWS would contact you before shipping to get final approval)

**Please return this plan to: The Write Stuff, PO Box 217, Elburn, IL 60119
 Fax 630-365-4415 or e-mail your customer service representative or contact@write-stuff.com**

Quality Service + Quality Products = Quality Time!