

# 2019 SALE PLAN-PAPER ORDERS-SHIP to SCHOOL



SCHOOL: \_\_\_\_\_  
COORDINATOR: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_

*Complete this form for our TWS@SCHOOL Paper Sale. Kits will be shipped to school.*

1. Approximately what dates do you plan to hold your sale?

Date range: \_\_\_\_\_ to \_\_\_\_\_ (TWS recommends hosting sale the last 3 weeks of school)

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

Yes or No (If no, please provide a copy of flyer you use for our files)

3. Are you interested in using your profits to purchase additional kits for “Students in Need” at your school?

Yes or No (If yes, please include kits in your Summary Order Form totals)

Please submit your Summary Order Form by fax or email – request a form if needed from your account representative. TWS will produce an invoice that can be used to submit your payment. NOTE: If payment is received after the discount deadline, the school will forfeit any discounts offered.

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

Requested Delivery Date: \_\_\_\_\_

**(We suggest a minimum of 5 business days prior to distribution)**

Kit Distribution Date: \_\_\_\_\_

First Day of School: \_\_\_\_\_

**DELIVERY INFORMATION:** (If different than coordinator listed above)

Delivery Contact: \_\_\_\_\_

Delivery Phone #: \_\_\_\_\_

Delivery Contact Email: \_\_\_\_\_

**Please return this plan to:** Your customer service representative or [contact@write-stuff.com](mailto:contact@write-stuff.com)

Phone: 800.871.8546

Fax: 630.365.4415

[www.write-stuff.com](http://www.write-stuff.com)