



Shipping Instructions

Magazine Sale Orders

1. Place all **WHITE** copies of the order forms in the Box provided immediately after sale has concluded!
(School Keep Yellow Copies for 6 months!)
2. Place the **SUMMARY REPORT** (White, referencing the school) along with all orders in box. (Summary Report Form MUST be included!)
3. Make sure the **PRE-PAID label** is on front of the box.
4. Write down the tracking number printed on form for your reference.

TRACKING NUMBER _____

NOTE: All late orders should be sent in US Mail envelope if missed in the initial UPS mailing.

(Please contact our office @ 1.800.517.6260 or fredides@sbcglobal.net for questions!)