




# Order Submission Checklist

*	Instructions to turn in your orders.	✓
1	<b>Collect all money, brochures, and prize sheets.</b> (If more than one brochure was used, please do not separate them into separate piles. <b>PLEASE- NO STAPLES</b> )	
2	<b>Count the money from each seller.</b> Keep the money from the products sold. Write the amount collected on the bottom right of each order form. You will be paying Stoller Fundraising at delivery with <u>one check</u> . We will <u>NOT</u> accept checks from sellers/customers for products.	
3	<b>Kalahari incentive:</b> Please send in the Kalahari order forms with the <b>CASH OR MONEY ORDERS ONLY</b> for the extra tickets ordered. <b>(NO PERSONAL CHECKS WILL BE ACCEPTED)</b> If checks were turned in payable to Stoller Fundraising, please ask them to give you the cash or money order payable to Stoller Fundraising. Thank you!	
	<p><b>If you received a priority envelope at the beginning of your sale and had 20 or less paper orders turned in:</b> Please go to the online tally link provided in your email to enter the orders. Follow the easy step by step instructions to submit your orders. After entering the orders and you hit the submit button, a note box will come up for you to enter any important information including anyone who wants to order extra Kalahari tickets. Please save and return the priority envelope at your delivery to Stoller's.</p>	
	<p><b>If you received a priority envelope and had 21 or more paper order forms; continue to step 4</b></p>	
4	<b>Tear the order form off and return the order sections only.</b> If the <b>prize sheet</b> was used: it is only necessary to return the prize sheet if they have ordered extra Kalahari tickets. The prizes and free tickets will automatically come at the delivery. <b>FREE PRODUCT INCENTIVE-</b> Make sure you have their free pastry, pastry rolls, or cake rolls written on the order form <b>OR</b> send the parent letter with the order form showing what they chose as their free item.	
5	<b>Put all order forms, required prize sheets (Kalahari prize sheet) along with the money for extra tickets into the priority envelope.</b> You may put in as many as the envelope can hold if it will close. Seal. Please save remaining Quick Start prizes and sign out sheet to give to the delivery driver or rep at your delivery.	
6	<b>Please put your group name and address on the return address section of the priority envelope.</b> (We need to know which group it is from.) The stamp and tracking label is already provided. It is ready to be mailed.	
	<b>If you wish to track your brochures, write down the tracking number provided on the label adhered to the priority envelope to track after shipping. Take or put into any USPS mailbox to mail.</b>	

Questions: call office at 800-939-0322

\* In order to help keep costs down, please return any unused brochures at your delivery to your sales rep or the delivery person.

**STOLLER FUNDRAISING**

800-939-0322/[www.stollerfundraising.com/](http://www.stollerfundraising.com/)  

