



Final Checklist!

Collect Sales Order Forms: Ensure the participant fills in the incentive box if an incentive was earned located in the upper right hand corner of the order form. They earn 1 free \$12.00 bear for every 15 items sold. They earn 2 free \$12.00 bears **or** 1 free \$20.00 for every 30 items sold. **NOTE:** Please do not add these incentive bears to your summary sheet if you mail the order forms. Please ensure that you match up the total amount due from each participant to keep an accurate account of the money collected.

For all orders that will be mailed to us and sorted for your group:

1. Please complete the top section of the Sales Summary sheet with the billing and shipping information. **We will tally your order for you!**

2. Mail to us the order forms. The original order form will be returned with each order. You will also receive a tally of your order for the group.

3. **Payment by Check:** Make one check payable to **Beary Thoughtful** for half of the money you have collected. We also accept all major credit cards (VISA, MC, AMEX, and Discover), or you can send an additional check whichever you prefer. We charge the actual ground FedEx charges and will calculate based on the weight of your order. Shipping charges will need to be paid before your order is shipped.

4. **Submitting a P.O. for Future Payment:** *For schools required to send purchase orders, we must have a copy of the P.O. to ship order.* You can either mail the P.O. to us with your order or fax this to us. The P.O. needs to be in the amount of the invoice. We can e-mail you your invoice after processing your order so you have the total amount due for your records.

Please Mail to us:

- **Fundraising Summary Sheet - Please complete the TOP SECTION ONLY.**
- **Order Forms: The Original form will be returned with each order.**
- **Your check payable to Beary Thoughtful. Please do *not* send cash by mail.**
- **Send to: Beary Thoughtful, P.O. Box 411, Assonet, MA 02702**

*We highly recommend that you mail your information by **Express or Priority Mail with Delivery Confirmation** so you can track the package if necessary.*

For Faxed Orders:

Please tally the totals of each bear sold from the order forms. **You can obtain a spreadsheet (Summary Sheet) from our website www.bearythoughtful.com to make the orders easy to tabulate.** This will help you to increase accuracy in the total of bears sold and the amount of profit earned for your group. You can print a copy of the Summary Sheet and attach with your order. **NOTE:** Please do not add the incentive bears to the spreadsheet. You just need to list the students name and incentive on the bottom of the Summary Sheet or on a separate piece of paper. Please provide credit card information or fax a Purchase Order along with your order.



PROCESSING YOUR ORDER

Sorting:

We sort by student and include the original order form in with the bears for each participant. This makes it easy for your group to distribute the items sold!

Shipment:

Your order will be shipped **within 24-48 hours** from the time we receive your orders **and payment**. We cannot ship any order until payment is made in full or we have received a Purchase Order from your school. If you have **a deadline**, let us know when you send your order in so we can make special arrangements (May require additional shipping charges). Remember to factor the shipping time into your schedule (we ship FedEx Ground from Massachusetts). **We also highly recommend that your shipping address be a commercial address**. We cannot guarantee shipments unsigned for and left by FedEx at a residential address.

Additional Orders: You may continue to order additional bears. You can call us or fax the additional order to us.

Should you have any questions at anytime - please call us at (508) 679-2327.

Discrepancies: If there are any discrepancies, please call us directly so we can take care of the situation promptly. You can also download a Discrepancy Form at our website www.BearyThoughtful.com. You can fax this to us at (888) 288-6406.

Please give your participants a deadline for checking their orders and consolidate a list so we can take care of any and all issues all at once.

IMPORTANT: PLEASE ADVISE PARENTS TO CALL THE FUNDRAISING COORDINATOR FOR YOUR GROUP (NOT Beary Thoughtful) TO MAKE CHANGES TO THEIR ORDER, OR TO ORDER MORE BEARS.

Referral Bonus! We are here to make fundraising fun and easy! We hope you will agree that we have a great program and that you will tell someone about us. You will receive a \$25.00 check for every referral that chooses to fundraise with us!

****Minimum fundraising order to qualify for Referral Bonus - \$300***

Thank you for allowing us the opportunity to serve you!