

Form A CUSTOMER ORDER FORM
FORM A BUSINESS PRODUCT BROCHURE - # FADE TRU FOLD (Form 20040, 20047)

RIGHTRESPONSE®
RESPONSIBLE FUNDRAISING

Student/Seller Information
 Name Last/First: **B. James**
 Phone: **46-555-1212**
 Address: **Elwood Elementary**
 Teacher/Leader: **Mrs. Seltte**
 Class/Team: **Fourth Grade East Wing**

Zip Bags

Customer Name/Phone #	110	105	100	107	108	109	110	111	112	113	114	Total #
1 Mrs. Frankle	3	2										\$70
2 John Moore	1	5	1									\$15
3 Vicki James			2	1								
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												

Total Number of Items ▶ 4 5 3

Zip Bags

- 4 0100 Home (10097)
- 5 0105 Auto (10098)
- 3 0110 Kitchen (10099)

Business Kits / Cabinets

- 0100 General Workplace Cabinet (1000-FAE-0103)
- 0701 Food Service Cabinet (1301-FAE-0103)
- 0900 10 Unit ANSI Kit (220-AN)
- 0901 20 Person ANSI Kit (220-AN)
- 0902 50 Person Bulk Kit (225-LIFAC)
- 0900 Personal Safety Pack (720014)

Prizes

- 800060 Disappearing Ink
- 800061 Jumbo Sunglasses
- 800062 Lightning Spin Top
- 800063 Flying Disk
- 800064 Light Up Glass
- 800065 Metal Motion Lamp
- 525 Target GiftCard
- 550 Target GiftCard

Prizes

- 0100 Hard Kit (720001)
- 0200 Deluxe Sport (261-134)
- 0310 Breast Cancer Kit (BCA-132)

Soft Kit / Combo Packs

- 0500 Soft Kit (720002)
- 0600 Family Pack (720011)
- 0605 Family Bundle (720012)
- 0610 3 Item Value Pack (720013)

Overseas?
 Please Contact Your Fundraising Specialist

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Compare order to products received

- Compare the totals on the Student Packing List inside each clear bag with the original order submitted by the student to confirm that each student receives the kits he or she ordered.
- If products are missing, contact your Right Response® Fundraising Specialist. Be sure to have the item number and quantity that is missing from your order.

Distributing to students

- Make arrangements for carts or dollies to deliver orders to classrooms or to load into parents' cars.
- Each order will come in a clear bag labeled with the teacher's name and the student's name. Boxes may contain bags for multiple teachers.
- Prizes earned will be included in the bags labeled for each student, if applicable.
- Staple the white copy of the student's order form to the clear bag so the student will know where to deliver their product.
- Make a sign with each teacher's name/grade and tape it to the wall. Place all student bags for that teacher under the sign.
- Larger orders for a student may require a box. Many schools do not allow boxes to be transported on the school bus. Contact the student's parents to arrange for a pick up at the school, if necessary
- Deliver the product to each classroom. Show the students the white copy of the order form and explain that they should use this sheet to deliver kits to their customers.
- Ask students to report to the teacher or Fundraising Coordinator any missing items or problems with their order within 48 hours of receipt.