

Dear Friends,

Thank you for participating in the Montessori Services *For Small Hands* School Credit Promotion.

Several of the sheets in this packet are designed to be filled out by the coordinator and then photocopied. The list below tells you what to do with each page.

1B - Giving Tree Gift Tags (on the other side of this letter) *Applies to Group and Individual Orders.*

Nothing to fill out before you photocopy and give to teachers.

2A - Group Order Information & Rules *Applies to Group Orders only.*

Nothing to fill out or photocopy. This sheet outlines Group Order rules and the step-by-step process for managing Group Orders. Your coordinator should review it carefully to ensure a successful promotion.

2B - Group Order "Get Acquainted" Flyer *Applies to Group Orders only.*

Before you photocopy and post (or hand out to parents), fill in the blanks. If you like, you may download a color version online: MontessoriServices.com/scp_info.html

3A - Family Group Order Form *Applies to Group Orders only.*

Before you photocopy and hand out to parents, fill in the "School Information" box at top and check a shipping box at bottom.

3B - Group Order Mail/Fax Cover Sheet *Applies to Group Orders only.*

Fill in this sheet after parents have returned their Family Group Order Forms and payments to you, and only if you are submitting your Group Order via mail or fax (not needed for online Group Orders).

4A - Individual Order Information & Rules

Applies to Individual Orders only — do not use this sheet for Group Orders!

Nothing to fill out or photocopy. This sheet outlines Individual Order rules and the step-by-step process for managing Individual Orders. Please review it carefully to ensure a successful promotion.

4B - Individual Order "Get Acquainted" Flyer

Applies to Individual Orders only — do not use these sheets for Group Orders!

Before you photocopy and post (or hand out to parents), fill in the blanks. Note that the flyer replicates the School Credit box from the catalog; this way parents can see exactly what the credit form looks like and how to fill it out correctly. If you like, you may download a color version online: MontessoriServices.com/scp_info.html

Best of Luck This Year!

Your Friends at Montessori Services

How To Use Wish List (Giving Tree) Ornament Tags

Many teachers prefer gifts for their classroom instead of personal gifts. Photocopy this original and provide a sheet of tags for each teacher to fill out. Cut the tags apart and display them where parents may browse: on a "Giving Tree," a bulletin board, or in a box or basket. Wish List items may come from the Montessori Services *School Catalog*, (with the exception of drop shipped items), as well as our *For Small Hands* catalog.

Peace

Room Name/Number: _____

Teacher's Name: _____

Item Name: _____

Catalog Item Number: _____

Price: _____

Add to Montessori Services **For Small Hands** Group Order
or call Toll-Free 877-975-3003 to order.
Be sure to mention that this item is from
a Wish List or Giving Tree.



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Be sure to mention that this item is from
a Wish List or Giving Tree.



Thank you for participating. Please read this page carefully to ensure a successful promotion. We wish you much success and a holiday season filled with peace & goodwill.



Before You Get Started...

1. Choose a coordinator/contact person.
2. Fill out the "Get Acquainted" flyer (2B) as soon as possible; photocopy it for classroom or hallway, or send copies home with parents.
3. To earn merchandise credit for your school, each order must include your school customer number. Need to confirm? Please email promo@MontessoriServices.com, or call Customer Service at 877-975-3003, M-F, 8:00 - 4:30 PT.
4. Choose a shipping method and check the correct box for that method on the Family Group Order Form (3A):
 - **Free Shipping** – Group order over \$500, placed/postmarked by October 24, 2011, and shipped to U.S. address
 - **8% Shipping** – Group order over \$500, placed after October 24, 2011, and shipped to contiguous U.S. address
 - **17% Shipping** – Group order over \$500, placed after October 24, 2011, and shipped to Alaska, Hawaii, Puerto Rico, U.S. Virgin Islands, or Guam
 - **17% Shipping** – Group order over \$500 and shipped to Canada
 - **Ship table** – Group order under \$500 (use shipping table in catalog or on website).
5. Set a deadline for families to return their Family Group Order Forms to your coordinator. Please refer to the Free Shipping and Holiday Delivery deadlines. Allow about two weeks for families to complete and return their order forms.
6. Fill out the top of the Family Group Order Form: write in your school customer number, your coordinator's name and phone, your "payable to" name for parent checks (school or coordinator), and your deadline.
7. Photocopy one Family Group Order Form for each *For Small Hands* catalog you distribute.
8. Distribute catalogs and Family Group Order Forms.

Place Your Mail/Fax Group Order

See **Mail/Fax Group Order Cover Sheet (3B)** for steps to complete your Group Order by mail or fax.

Or Place Your Group Order Online — It's Easy!

1. Go to MontessoriServices.com and click the "Group Order Log-In" button.
2. Type in family orders and edit as needed.
3. Review amounts due from families (calculated automatically) and print family order records.
4. Choose "Group Order Checkout."
5. Review and print the printable Group Order; choose "continue" to begin the usual online checkout process.
6. Enter credit card payment information.
7. During checkout, complete the extra Group Order fields: enter your 6-digit school customer number; select a quantity of free bags; enter your school's holiday closure date.
8. Confirm and place order.

- We make every effort to ship your order as quickly as possible; we realize that many of these items are holiday gifts.
- Despite our best efforts, we cannot guarantee holiday delivery for every item or every order. Please place holiday orders before the Guaranteed Holiday Delivery deadline.
- Item availability is subject to change. Out-of-stock items will be placed on backorder unless otherwise instructed.

- We are not responsible for delivery to a closed school when the school has not provided a closure date; please provide the date your school closes when requested.
- The Montessori Services *For Small Hands* School Credit Promotion is not valid with any other coupon or discount.
- Merchandise credit vouchers may not be used as payment for a *For Small Hands* School Credit Promotion Group Order.

Group Order Credits & Free Shipping

- Group Orders between \$25.00 and \$500.00 (in merchandise) earn 10% of the merchandise total in merchandise credit.
- Group Orders over \$500.00 (in merchandise) earn 15% of the merchandise total in merchandise credit.
- Group Orders over \$500.00 (in merchandise) placed or postmarked by October 24 earn 15% of the merchandise total in merchandise credit PLUS Free Regular Domestic Shipping. Sorry, free shipping not available to Canadian or International destinations.

Group Order Eligibility

- A "Group Order" for credit is any order for items from the *For Small Hands* catalog, placed between September 1 and December 31, 2011, paid with one payment (either ONE check or ONE credit card), and shipped to ONE address.
- Only schools are eligible to receive merchandise credit through the School Credit Promotion. "School" includes public and private schools, teacher training schools, before- and after-school daycare, Head Start, pre-schools, licensed home daycares, home school associations, or home schools. We may ask for verification before issuing credit.
- Group Orders must include all requested school information, including school customer number.
- Group Orders must be received by December 31, 2011.
- Group Orders may include teacher or classroom gifts from the Montessori Services *School Catalog*, (except drop ship items) so long as most items are from the *For Small Hands* family catalog.

2011 Group Order Deadlines

September 1: Promotion Begins

Order early to ensure delivery before your school closes for the holidays.

October 24: Group Order Free Shipping Deadline

Group Orders over \$500 (in merchandise) only; see Group Order Credits & Free Shipping (above).

November 21: Group Order Deadline for Guaranteed Holiday Delivery

Group Orders can be placed until December 31, 2011; however, we cannot guarantee holiday delivery for Group Orders placed after November 21.

December 31: Promotion Ends

- Merchandise credits will be tallied and the merchandise credit voucher sent directly to the school in February, 2012.
- Merchandise credit vouchers may be redeemed with any school order placed by December 31, 2012. Vouchers expire on December 31, 2012. Any remaining value may not be carried forward.



Get Acquainted with the Benefits of For Small Hands

Designed to encourage and support young children at home, *For Small Hands* was created by a teacher at the request of other teachers. This family resource catalog is filled with hundreds of age-appropriate, child-size items that encourage independence, creativity, and problem-solving. And this year, you'll find over 200 items under \$10!

Our school earns free classroom supplies and materials every time you order from the **For Small Hands** catalog or website!

Dear Families,

Please help us earn free classroom supplies and materials for our school! We will place a Group Order for the Montessori Services *For Small Hands* School Credit Promotion soon. When we get together and order from the *For Small Hands* catalog or website during the promotion and credit the school, the school earns valuable merchandise credit!

**Group Orders between
\$25 and \$500 (in merchandise) earn 10%**

**Group Orders over
\$500 (in merchandise) earn 15%**

**Promotion
Coordinator:** _____

Phone: _____

Email: _____

Catalogs (and special Family Group Order Forms)

are expected: _____

Do not use the bound-in catalog order form; use the special Family Group Order Form.

**To qualify for Free Shipping please return Family Group
Order Forms no later than:** _____

Be sure to include your check or money order for the full amount due, made out to: _____

Please, do not make your check payable to Montessori Services. Montessori Services cannot accept individual parent checks or individual parent credit card payments for family orders.

P.S. Running late? Want to get the grandparents involved?

You — and everyone you know — can place Individual Orders for 10% credit until December 31, 2011. Every Individual Order for credit must total \$25 or more (in merchandise), must be placed before December 31, and must include our complete school information (below). Use a printed catalog or the *For Small Hands* website to place an Individual Order for credit.

SCHOOL CUSTOMER #: _____

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

SCHOOL CITY/ STATE/ ZIP: _____

Thank you for participating. Please read this page carefully to ensure a successful promotion. We wish you much success and a holiday season filled with peace & goodwill.



To earn merchandise credit for your school, each order must include your school customer number.

Need to confirm? Please call Customer Service at 877-975-3003 or email promo@MontessoriServices.com.

Before Your Families Start Placing Orders for Credit

1. Choose a coordinator/contact person.
2. Be sure your school receives credit for every individual order! Know your school customer number before you pass anything out to parents.
3. Fill out the "Get Acquainted" flyer (4B). Photocopy the flyer for classroom or hallway, or send copies home with parents.
4. As soon as you receive the catalogs, and before you pass them out, write all school information on all the catalog order forms in the "Parents & Grandparents! Friends & Family!" box on the order form. Also, write the school customer number on the back of the catalogs in the yellow box.

TIP: Print out address labels that show the school customer number, school name, school address, and school phone number, then affix to the catalog order forms.

5. Distribute catalogs to families with a note asking them to order directly by phone, fax, mail, or online at ForSmallHands.com.

Individual Order Credit Amounts

- Individual Orders over \$25.00 earn 10% of the merchandise total in merchandise credit.
- Individual Orders over \$500.00 earn 15% of the merchandise total in merchandise credit.
- Individual Orders over \$500.00 placed by October 24 earn 15% of the merchandise total in merchandise credit AND free shipping.

Individual Order Eligibility

- An "Individual Order" for credit is any order over \$25 (in merchandise) from our *For Small Hands* catalog or website, placed by any person between September 1 and December 31, where a school is designated as the credit recipient and the school's required information is provided.
- Only schools are eligible to receive merchandise credit through the School Credit Promotion. "School" includes public and private schools, teacher training schools, before- and after-school daycare, Head Start, pre-schools, licensed home daycares, home school associations, or home schools. We may ask for verification before issuing credit.
- Individual Orders must include all requested school information, including school customer number.
- Individual Orders for credit must be received by December 31, 2011.
- Individual Orders may include teacher or classroom gifts from the Montessori Services *School Catalog* (except drop ship items), so long as the majority of items are from the *For Small Hands* family catalog.

Did you know... that anyone may credit your school?

Grandparents, friends, school supporters, and family members can all participate, so long as the school customer number is provided when the order is placed. Even small schools can earn substantial credit when everyone gets involved.

2011 Individual Order & Deadlines

- September 1:** Promotion begins – start earning credit.
December 9: Individual Order deadline for Guaranteed Holiday Delivery.
December 16: Individual Order deadline for Guaranteed (Expedited Ground) Holiday Delivery.
December 31: Promotion ends.

P.S. Have you considered placing a Group Order? It's worth the extra effort!

- Families save on individual shipping and handling charges.
- Group Orders yield a higher response from parents.
- Schools earn more merchandise credit — up to 15%!
- Our online Group Order system makes managing a Group Order almost as easy as participating with Individual Orders. See Group Order Information & Rules (2A) for details.

- We make every effort to ship your order as quickly as possible; we realize that many of these items are holiday gifts.
- Despite our best efforts, we cannot guarantee holiday delivery for every item or every order. Please place holiday orders before the Guaranteed Holiday Delivery deadline.

- Item availability is subject to change. Out-of-stock items will be placed on backorder unless otherwise instructed.
- The Montessori Services *For Small Hands* School Credit Promotion is not valid with any other coupon or discount.

- Merchandise credits will be tallied and the merchandise credit voucher sent directly to the school in February, 2012.
- Merchandise credit vouchers may be redeemed with any school order placed by December 31, 2012. Vouchers expire on December 31, 2012. Any remaining value may not be carried forward.



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Our school earns free classroom supplies and materials every time you order* from the *For Small Hands* catalog or website!

Be sure we receive the credit!

By phone: Tell the operator you want to credit our school when you order; have the school information (as shown below) ready!

Online: Order on ForSmallHands.com; enter the school information (as shown below) at the prompt.

By mail/fax: Make sure our school information is written in at the bottom of the order form exactly as shown below.

Dear Families,

Please help us earn free classroom supplies and materials for our school! We are participating in the Montessori Services *For Small Hands* School Credit Promotion. Every time you place a qualifying order from the *For Small Hands* catalog or website during the promotion and credit the school, the school earns valuable merchandise credit!

***Individual Orders over \$25 (in merchandise) earn 10% of the merchandise total.**

Individual Orders over \$500 earn 15% of the merchandise total. Orders over \$500 placed by October 24 get free shipping, too!

Promotion catalogs are expected: _____
Promotion ends December 31, 2011.

Did you know that anyone may credit our school?

Grandparents, friends, school supporters, and family members can all participate, so long as the school customer number is provided when the order is placed. Pass your catalog on to extended family and friends (be sure our school information is on the order form) or ask them to order online (email them our school information.)

Parents & Grandparents! Friends & Families! Earn Free Materials for Your Child's School!

When you order \$25.00 or more (in merchandise) from this catalog, we'll send the school listed below a merchandise credit voucher equal to 10% of your merchandise total (shown at right). When you order \$500.00 or more (in merchandise) sent to one address, we'll send a merchandise credit voucher equal to 15% of your merchandise total. Valid online.

Yes! Please credit the following school: *School name and address are required.*

School Customer Number: _____

School Name: _____

School Address: _____

City/State/Zip: _____

School Phone: () _____

OFFER EXPIRES 12-31-11.

Order Anytime 888-513-3998 • Fax 800-483-9822 •

Order Anytime!

888-513-3998 ForSmallHands.com