

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.