Group Order Mail/Fax Cover Sheet

Rec'd

For office use:

#: _____

Total # pages sent, including this cover sheet: _____

Please Credit:

School Customer Number: _____

School Name: _____

Mailing Address: _____
Street

_____
City State Zip

☎ ( ) _____

Ship To: *(For proper delivery, please use street address, not P.O. Box.)*

Name: _____

Attention: _____

Address: _____
Street

_____
City

_____
State Zip

Coordinator/Contact Name: _____

☎ ( ) _____

Email: _____

Placing Your Group Order Online?

See ***Group Order Information & Rules (2A)*** for steps to complete your Online Group Order.

Place Your Mail/Fax Group Order

Please note: If you'd rather not fill out this Mail/Fax Cover Sheet, you can create your Group Order online and let it calculate totals for you. Then print out the Group Order and send it by mail or fax, with your payment. View the how-to details at MontessoriServices.com/go_help.shtml

1. Collect completed Family Group Order Forms and payments from families. ***Make sure parent checks are made payable to the designated party*** (not to Montessori Services). Please take a moment to check the math on each order to be sure the parent submits the right amount. Photocopy the Family Group Order Forms for your records.
2. Fill out this Group Order Cover Sheet. Add up the "Family Order Total" column at right; this is the Group Order Amount Due. Your one payment should match this amount.
3. Complete the payment information below:
   - ***Paying with ONE check?*** Make check payable to Montessori Services.
   - ***Paying with ONE credit card?*** Fill out credit card information (below) completely.

❑ MasterCard ❑ Visa ❑ American Express ❑ Discover Card

Card #: | | | | | | | | | | | | | | | |

Expiration Date | | | | | **3 or 4 digit CVV code** | | | | |

Name on Card: _____

☎ ( ) _____

4. Photocopy all Family Group Order Forms and this cover sheet for your records. Mail or fax all the Family Group Order Forms AND this Group Order Cover Sheet to:
   - Montessori Services
     11 West 9th Street
     Santa Rosa, CA 95401
   - Fax : 800-483-9822

Out of time? Late Group Orders? No Problem!

You can place more than one Group Order during the promotion. Some schools place an early Group Order to qualify for free shipping and a later order to accommodate late family orders.

Parents — and everyone they know — can also earn free materials by placing individual orders for credit. Promotion ends December 31, 2011. See *Individual Order Information & Rules (4A)* for details.

Please list each family name and the amount paid.
Attach additional sheet if necessary.

Name of Family	Family Order Total
Sum of all Family Order Totals–Amount Due *Please send **one payment** equal to this amount.*	

How many free bags do you need? _____

When does your school close for the holidays? _____

Please note: If the shipping amount collected from families exceeds actual Group Order shipping and handling cost, any excess will be credited to the school's account (orders paid by check) or will not be charged (orders paid by credit card).

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