

*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](mailto: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](http://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.