

# Ordering Information for 2016-2017 School Year

## General Information

- **Order Cover Sheet:** Please complete an Order Cover Sheet for each order, faxed, or e-mailed. This form tells us when your order is complete so we can proceed with filling your order. Order Cover Sheet copy can be found on website.
- **Fax number is important and e-mail is important. We will notify you that your order has been received.**
- **Payment:** Two invoices will be enclosed with your order. Please forward one copy to your Accounts Payable Department and keep the other copy for your records.
- **Proof Orders:** Please double-check order form/s before forwarding. Check the following items:
  - Correct kit number, kit name, and price are listed in appropriate space provided on the order form.
  - First and second choices are listed for both fabric and webbing where appropriate.
  - Order is legible and written in Blue or Black ink.
  - Be sure students have indicated which color they want: Royal or Navy – Kelly or Forest
- **Shipping:** We will deliver or ship orders within five school days of receiving your complete order. For our local customers we will continue to deliver your orders in person. Local deliveries will have a \$14.00 delivery charge per school. We will make one delivery per quarter/semester/trimester. Late orders or second orders in a grading period will be shipped UPS Ground, and a shipping charge will be added to the order. Students with late orders should include the shipping cost in their payment. Orders from outside our local delivery area will be shipped UPS Ground. Please refer to our brochure or our website for shipping costs.
- **Late Orders:** Be sure to complete an Order Cover Sheet each time you send, fax, or e-mail in late orders. If a student is late in getting their order placed, you may have them select their project so you will have a complete order. We will fill the order and bill you. However, we would advise you not to give the order to the student until you have their money in your hand. **Please do not have students call in their late order.** We have found that they usually forget to give us some of the information we need in order to process their order. Teachers may e-mail, phone, or fax the late order.

## Four Ways To Order - Please submit orders using one of the following methods

1. **Student Order Envelopes:** We will provide you with printed envelopes, which provide the individual student a method for ordering and paying for their projects. The envelopes were developed to help keep the order and payment together. After you have removed the money from the envelopes and placed the money in your school account, please send us the empty envelopes and we will place the envelope in the individual kit when the order is packed. This is the fastest method for processing your order. If you would like to use this method, please e-mail or call to request the number of envelopes you would like for the 2016 - 2017 school year.
2. **Brochure Order Form:** You may use our brochure for ordering as well. As you know, there is an order form inside the brochure. This method is best if you are offering your students a wide variety of choices and/or if you would like to send something home with your students to show their parents. If you would like to hand out a brochure to your students, please e-mail or call to request the number of brochures you need for the year.
3. **Classroom Order Form:** Please print the Classroom Order Form found on our website.. This method is best if you plan on faxing your order, or if you are under a time crunch. This form can also be used as a cross-reference sheet if you are using the order envelopes or the brochure order form. Using the form as a reference sheet can help you keep track of who has ordered, what they order, if they have paid, and if the kit was received. You may also want to use this form to make sure what was turned in as a finished product is what the student originally ordered!  
Use **BLACK INK** to complete this form. **GROUP like items together – all #8's together, all #9's together etc. for each hour. Use a separate sheet/s for each classroom hour. This will speed the processing and delivery of your kits.**
4. **Create Your Own Spreadsheet.** If you are a “techi” and want to create your own spreadsheet on your computer because that works best for you and your records, please follow the format on the Classroom Order Form found on our website. E-mail your order to: [dbutterfield@seweasydesigns.com](mailto:dbutterfield@seweasydesigns.com). We will confirm we have received your order.

**Please send, fax, or e-mail orders one time!**

**Do not fax or e-mail an order and then send separate order forms for that same order.**

**Sew Easy Designs, 6424 Newton Avenue S., Richfield, MN 55423**

**Phone: 612-861-5254 Fax: 612-866-8674**