

Instructions for Order Coordinator:

1. Use promotional materials to advertise fundraiser, gather orders, and collect individual payments.
2. When orders are complete: tally sizes, quantities, and cost from bottom subtotals for quick tabulation.
3. Ensure all payments have been made to you or your organization. One total payment must be remitted to workplacepro.com at time of order. Separate individual payments will not be accepted.
4. Place order online at workplacepro.com or via phone at 1-877-677-1837 by the deadline date.

Selling Tips

- We suggest dating your promotional materials with the Friday prior to the actual deadline date shown online to allow time to compile and submit the final order.
- Fill in your own selling price. If you would like to use your sales as a fundraiser, simply add a markup and keep the profit!
- Remember that Shipping & Handling will be added when placing your order.

If you have any questions, please contact our customer service department at 1-877-677-1837.