



Final Checklist!

Collect Sales Order Forms: *Ensure the participant fills in the incentive box if an incentive was earned located in the upper right hand corner of the order form. They earn 1 free \$12.00 bear for every 15 items sold. They earn 2 free \$12.00 bears or 1 free \$20.00 for every 30 items sold. **NOTE:** Please do not add these incentive bears to your summary sheet if you mail the order forms. Please ensure that you match up the total amount due from each participant to keep an accurate account of the money collected.*

For all orders that we will be mailed to us and sorted for your group:

1. Please complete the top section of the Sales Summary sheet with the billing and shipping information. **We will tally your order for you!**

2. **For Your Records,** Please keep the **pink** copy of the sales order forms. Mail to us the white and yellow copies of the order forms.

3. **Payment by Check:** Make one check payable to **Beary Thoughtful, LLC.** for half the money you have collected. *We also accept all major credit card payments. (VISA, MC, AMEX, and Discover) or you can send an additional check whichever you prefer. **For order under 100 pieces, there will be a shipping charge.** We charge the actual ground FedEx charges and will calculate based on the weight of your order. Shipping charges will need to be paid before your order is shipped.*

4. **Submitting a P.O. for Future Payment:** *For schools required to send purchase orders, we must have a copy of the P.O. to ship order. You can either mail the P.O. to us with your order or fax this to us. The P.O. needs to be in the amount of the invoice. We can e-mail you your invoice after processing your order so you have the total amount due for your records.*

Please Mail to us:

- **Fundraising Summary Sheet-Please complete the top section only.**
- **Order Forms: Please keep the white and yellow attached.**
PLEASE NOTE: Yellow copy will be returned with order.
- **Your check payable to Beary Thoughtful Please do not send cash by mail.**
- **Send to: Beary Thoughtful, LLC**
PO BOX 257
Tiverton, RI 02878

*We highly recommend that you mail your information by **Express or Priority Mail with Delivery Confirmation** so you can track the package if necessary.*

For orders that are being faxed to us:

Please tally the totals of each bear sold from the order forms. **You can obtain a spreadsheet from our website to make the orders easy to tabulate.** This will help you to increase accuracy in the total of bears sold and the amount of profit earned for your group. Please visit our website www.BearyThoughtful.com and go to our download forms to use this spreadsheet. You can print a copy of your spreadsheet and attach with your order. **NOTE:** Please do not add the incentive bears to the spreadsheet. You just need to list the students name and incentive on the bottom of the summary sheet. Please provide credit card information or fax a Purchase Order along with your order.

NOTE: Please DO NOT fax summary sheets to us AND mail order to prevent duplicate shipping. We will ship from your summary sheet by bear style if the order is faxed to us. We will sort your order for you when the white and yellow order forms are mailed.

PROCESSING YOUR ORDER

Sorting:

We sort by student and include the yellow copy of the order form in with the bears. This makes it easy for your group to distribute the items sold!

Shipment:

Your order will be shipped **within 24-48 hours** from the time we receive your orders **and payment**. We can not ship any order until payment is made in full or we have received a Purchase Order from your school. If you have **a deadline**, let us know when you send your order in so we can make special arrangements (May require additional shipping charges). Remember to factor the shipping time into your schedule. We ship FedEx Ground from Massachusetts, 02721. We also highly recommend that the shipping address be a commercial address. We cannot guarantee shipments unsigned for and left by FedEx at a residential address

Additional Orders: You may continue to order additional bears. You can call us or fax the additional order to us.

Should you have any questions at anytime - please call us at

(866) 84-BEARS (23277)

Discrepancies: If there are any discrepancies, please call us directly so we can take care of the situation promptly. You can also visit our website www.BearyThoughtful.com and go to the download forms tab to obtain a discrepancy form. You can fax this to us at (508) 679-8288. **Please give your participants a deadline for checking their orders and consolidate a list so we can take care of any and all issues all at once.**

IMPORTANT: PLEASE ADVISE PARENTS TO CALL THE FUNDRAISING COORDINATOR FOR YOUR GROUP (NOT Beary Thoughtful) TO MAKE CHANGES TO THEIR ORDER, OR TO ORDER MORE BEARS.

We are here to make fundraising fun and easy! We hope you will agree that we have a great program and that you will tell someone about us.

\$\$\$ Reward! \$\$\$

Receive a \$25.00 check for every referral that chooses to fundraise with us.

**Minimum fundraising order to qualify- \$300*

It is that easy! We just appreciate your kind words!

Thank you for allowing us the opportunity to serve you!