



## 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 \$10.00 bear for every 15 bears sold. They earn 2 free \$10.00 bears **or** 1 free \$18.00 for every 30 sold. **NOTE:** Please do not add these incentive bears to your summary sheet. 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.
3. **Payment** 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). For schools required to send purchase orders, we must have a copy of the PO to ship order. You can either mail the P.O. to us with your order or fax this to us.*

### **Please Mail to us:**

- **Completed Fundraising Summary Sheet**
- **Order Forms Please keep the white and yellow attached.**  
*PLEASE NOTE: Yellow copy will be returned with order*
- **Your check payable to Beary Thoughtful (or credit card info)**  
*Please do **not** send cash.*
- **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.**

### **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](http://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 for you when the white and yellow order forms are turned in.