

Distributor Student Pack Order Form & Packing Slip

This multi-purpose form serves as the **Distributor Order Form** and **Packing Slip**. To ensure the accurate and timely processing of your order, please complete this form and enclose it with your student order forms.

Step 1

Compile the orders

- Collect all student order forms (use generic 3-part student order forms)
- Verify that all orders are legible
- Verify that all totals are correctly carried across and down
- Forward top copy of each student order form with this cover sheet

Record total number of Student Order Forms you are submitting here → _____

Step 2

Complete the shipping, billing and payment information below

Make a copy of this form for your records

Fax this form before mailing : 479-587-9996 Attn: Chrysi Black

Enclose this original order/ packing slip inside the envelope containing your student order forms

Step 3

Send the original student order forms and this cover sheet to:

Gifts 'N Things, Inc.

Rockwood Jewelry Student Pack Services

26 East Locust Street

Fleetwood, PA 19522

Record your tracking # here → _____ Date Shipped _____

Bill To: Fundraising Distributor Name _____ Contact _____
Address _____
City _____ State _____ Zip _____

Ship To: School or Group Name _____ Attn _____
Address _____
City _____ State _____ Zip _____

Group ID _____ Purchase Order Number _____

Requested Ship Date _____

Requested Ship Method UPS Ground UPS 3 Day Select UPS 2nd Day UPS Next Day Air

We will do our best to ship within 15 business days from the date that student order forms are received.

- Distributor reports and order forms mailed to you at your billing address
- Organization reports included in shipment of product
- All orders are packed by student, teacher and grade
- Student packing service charges will be added to your invoice