

## **WAREHOUSE SALE**

**Remote Sale Shopping Instructions** 

## Special event for Book Fair Hosts, volunteers, and school staff

## **HOW TO PLACE YOUR REMOTE ORDER:**

- 1. **FILL OUT** your details on the Product List Order Form\* including your account number, school address, shipping method, and payment method.
  - Orders will ship to your school address.
  - A \$10 shipping & handling fee is added to all orders.
- 2. **COMPLETE** your order by filling out what you would like to purchase.
- 3. **REVIEW** your order summary. The 50% discount is applied automatically and is reflected on the final total due.
- 4. **EMAIL** your completed Product List Order Form no later than **5pm local time of the final remote sale date** to the email address listed on the form.
- 5. You will be contacted for payment arrangements and a detailed receipt will be shipped with your order.

## **HOW TO PLACE YOUR REMOTE ORDER USING SCHOLASTIC DOLLARS:**

- 1. **CONFIRM** your school's available Scholastic Dollars balance in the <u>Host Hub</u> or by calling 1-800-268-3848.
- 2. **FILL OUT** your details on the Product List Order Form\* including your account number, school address, shipping method, and payment method.
  - Orders will ship to your school address.
  - FREE SHIPPING on orders using Scholastic Dollars for full payment ONLY.
- 3. **COMPLETE** your order by filling out what you would like to purchase.
- 4. **REVIEW** your order summary. Please note the 50% discount is **not applicable** on Scholastic Dollars redemption orders.
- 5. **EMAIL** your completed Product List Order Form no later than **5pm local time** of the final remote sale date to the email address listed on the form.
- 6. Your school's Scholastic Dollars balance will be adjusted accordingly when the order is processed and a detailed invoice will be shipped with your order.

For more information, please contact our Customer Service department at 1-800-268-3848



