



## School Supply Procedures

1. Begin by gathering lists of requested school supplies for each grade level. You may want to use the prior year's list and offer that to your teachers as a "starting point". Ask teachers to return the class supply list to you by a certain date. Remind teachers that the PTA/PTO is offering this as a service to the school community and that their help is appreciated.

### School Box Express Will:

- Provide a sample survey
  - Meet with the faculty or grade level team
  - Bring sample products
  - Provide input on new/best products
2. Ask teachers to be as specific as possible, especially stating the quantity, size, count, color, etc.
  3. Fax or email class supply lists to Patricia Smith 540-668-7097 or trish.smith03@gmail.com
  4. You will receive your price quote in 5-7 days. You may request that it be sent to you via fax or email.
  5. Have the teachers review the quotes carefully. Clearly indicate changes directly on the quote form in RED ink. If you prefer, you may call your changes into SBE directly at 540-974-4222.
  6. You will receive your revised quote in 2-3 days. Again, have teachers review the lists. If all quotes meet your approval, sign in the box marked Final Approval on each quote provided. These forms may be faxed back to SBE or picked up by a representative. A signed copy must be on file before the orders are placed.
  7. School Box Express will contact you regarding the Order Forms. SBE will provide you with an order form and suggestions for a Kick-Off Letter. All order forms are run at individual school sichts.
  8. Decide the dates of your sale and notify parents, via school newsletter, flyers, etc. School supply sales typically run for a 2-wk period in May. SBE is flexible and can discuss other options on an individual school basis to meet everyone's needs.
  9. SBE will contact you regarding a delivery. It can be scheduled for July or August. All school supplies must be delivered on/or before August 22, 2011.
  10. Orders cannot be processed until School Box Express, LLC has a copy of your *School Tax-Exempt Certificate* on file.

If you have questions, please contact:

**Patricia Smith, Owner**      **540-974-4222**

**FAX 540-668-7097**

**E-mail: trish.smith03@gmail.com**