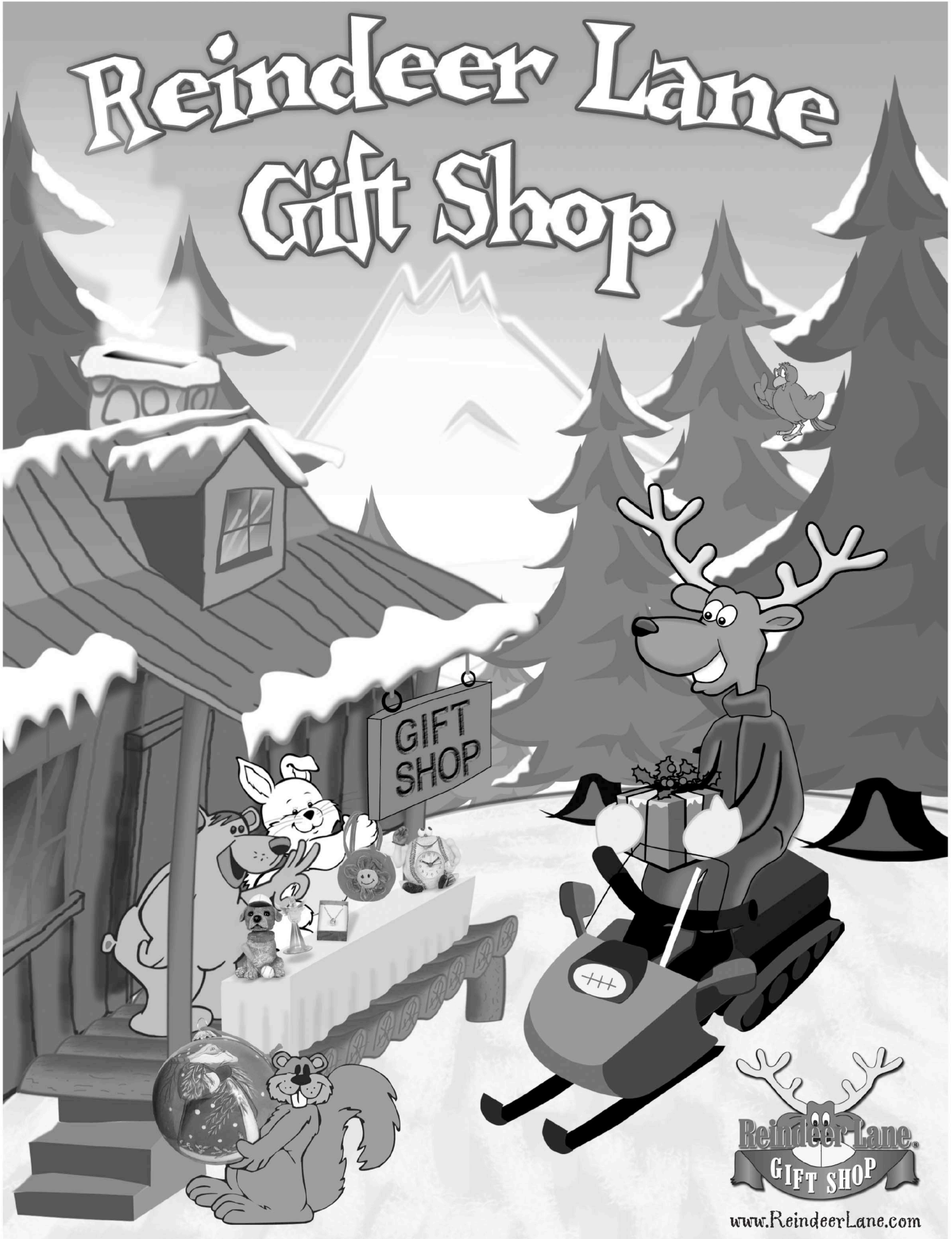


Reindeer Lane Gift Shop



www.ReindeerLane.com



Table of Contents

Page

“SEE OUR NEW REWARDS PROGRAM AT REINDEERLANE.COM”

Introduction	2
Six Week Guide	3, 4
Planning Calendar	5
Delivery	6
Supplies Needed	7
Setting Up Shop	7
Running Your Shop	8
Reordering Merchandise	8
Closing Your Shop	9
Calculating The Bill	9
Sample Letters	10
“Dear Parent” Letter	11
“Dear Parent “Letter in Spanish	12
Volunteer Letter	13
Volunteer Schedule	14
Announcements	15
Teacher Letter	16
Sample Flyer Reverse Side.....	17
Teacher Sign Up	18
Reorder Form	19
Tally Sheets	20
Daily Collection Sheet	21
Payment Forms & Receipt	21, 22, 23
Survey	24
Early Sign Up	25

Reindeer Lane®

The Nation's Best Kid's Secret Gift Shop

We will be coming to your school very soon loaded with gifts for everyone's enjoyment. In this Planning Guide we will explain step by step how to run the Best Kid's Secret Gift Shop your school will ever experience. You have made the right choice. We have over 40 years of Kid's Gift Shop Excellence in customer service, quality and selection of gifts.



Reindeer Lane Gift Shop®

Six Week Planning Guide

Six Weeks in Advance

Read this planning guide to become familiar with how the shop works. Make a list of potential volunteers. Plan on a location to set up shop. If your shop is run during school hours, plan on setting up a location for the students who are not participating in the shop. Some schools give them a candy cane or set up an area for them to color. Plan how to utilize volunteers to distribute promotional materials such as posters, colored parent letters, gift envelopes, etc. Talk to the art teachers and see if they would like to do some fun activities during class to decorate your shop. Start planning snacks for your volunteers. Fast food restaurants will sometimes donate lunch for one day. Don't be shy! Just ask!

Five Weeks in Advance

Send in sales tax exempt letter to:

Reindeer Lane Gift Shop®
Headquarters Office
42850 Signature Ct. Lancaster, CA 93535
Or toll free fax: 888-243-2391

SALES TAX - Compute sales tax if you do not have a letter from the state exempting your school or organization from sales tax. For more information on tax exempt status go to www.fundraisetaxlaw.org. You will need to add sales tax to the price if you are not tax exempt.

Four Weeks in Advance

- °Call volunteers to schedule a date and time for them to help.
- °Transfer information to a chart with times and date. (Sample provided).
- °Make sure volunteers know to arrive 15 minutes prior to their scheduled time. We suggest a minimum of one volunteer for every 75 students enrolled.
- °Pass out the "Dear Teacher Letter" to the teachers. (Sample provided.) This is applicable to a program run during school hours.
- °Place teacher sign-up chart in the teacher's lounge or in the main teacher gathering area. (Sample provided). A chart is not needed if there is no shopping during school hours.

Three Weeks in Advance

Contact your facility staff to arrange for the use of six to eight rectangular tables.

Send home the Gift List Envelope and “Dear Parent” Letter.

Send the “Volunteers Needed Letter” home with each child. (Sample provided). The letters should be returned to the school. Remind teachers to fill in the date and time they wish to visit the shop.

Hang posters provided by the Reindeer Lane Gift Shop® around the school.

Two Weeks in Advance

Confirm volunteer help. Fill any vacancies in your volunteer schedule (sample provided).

Make sure you have the correct number of boxes when the merchandise arrives.

One Week in Advance

Send another parent letter home with the children as a reminder (sample provided).

Make morning announcements. (Sample provided). Make a checklist to ensure you have everything ready! Set up merchandise. (See section on setting up shop). Enhance shop area with décor, music, etc. Some art teachers have the children make holiday décor to assist in decorating the shop.



**You are now ready to
run your Shop!**

Reindeer Lane Gift Shop®

Six Week Planning Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
6 Weeks Out	Read instruction manual to become familiar with shop	<ul style="list-style-type: none"> - Set up meeting with principal to work out locations and further details - Talk to art teachers and see if they would like to do a fun project to help decorate the shop 	Start planning on snacks for volunteers			
5 Weeks Out	Send in sales tax exempt paper work to Reindeer Lane					
4 Weeks Out	<ul style="list-style-type: none"> - Make morning announcements - Send "Volunteer Letter" home - Pass out Teacher Letter if shop will be run during school hours - Place teacher sign-up sheet in teachers lounge or main office 			Call volunteers and schedule date and time for them to help	Make morning announcements	
3 Weeks Out	<ul style="list-style-type: none"> - Hang up colored posters provided by Reindeer Lane - Send home gift list envelopes and "Dear Parent" letter 	Remind teachers to fill in sign-up sheet if they have not already	Arrange for the use of six to eight tables			
2 Weeks Out	Make morning announcements	<ul style="list-style-type: none"> - Confirm volunteer help - Make sure you have correct number of boxes when shipment comes in 			Make morning announcements	
1 Weeks Out	<ul style="list-style-type: none"> - Make morning announcements - Send another copy of "Dear Parent" letter out as a reminder (Sample provided) 	- Make morning announcements	-Make morning announcements	- Make morning announcements	<ul style="list-style-type: none"> - Make morning announcements - Set up area for shop (Tables, Merchandise, and Decorations) 	

Delivery of Merchandise

Your merchandise will be delivered 7 to 10 Days prior to the start of your shop. When you receive your delivery you will need to ensure that all of your boxes have arrived. Confirm the number of boxes with the delivery receipt. Make sure you have the master price sheets that correspond to the boxes received. Make note of broken items and discard. You are ready to shop!



**You do not need to count the product.
This is a no inventory program.**

Supplies Needed

Reindeer Lane Gift Shop Provides

1. Instruction Manual. Please give this Instruction Manual to the person running the shop so they have a reference.
2. Colored bags for gift-wrapping. "Thank you" bags for taking gifts home.
3. An assortment of over 100 gift items.
4. Code sheet with profits built in, product list, one price tent card for each price code and advertisement posters.
5. Delivery and pick up of merchandise. (Please call our office at the end of your shop and tell the representative how many boxes you have to return).
6. Guidelines to run your shop with suggestions and sample letters.
7. Parent letters and budget envelopes for each child in your school.
8. Tablecloths.

Supplies You Need to Provide

1. Six to eight large rectangular tables and one or two smaller tables for cashier and gift-wrap. A few chairs.
2. \$50.00 change each day. This is usually obtained from your treasurer.
3. Transparent tape and staples.
4. Small roll of package sealing tape to re-seal boxes of merchandise that you will be returning.
5. Pens for volunteers.
6. Ask volunteers to bring calculators.
7. Plain envelopes to return change to parents. (You may use the budget envelope that the child brings.)
8. Snacks for volunteers. Fast food restaurants will sometimes donate lunch for one day.

Setting Up Your Shop

1. Secure a room or area to hold your shop. If you are limited on space, you could use the lobby, gym, media center, or the lunchroom stage for space.
2. Set up the tables so that you can easily stand behind them. Store items under the table or against a wall.
3. Place like items together on tables. For example, put all Dad/Male items on the same table, put all Mom/Female items on the same table. Place items from the lowest price to the highest price, so volunteers will easily find items in the range needed. (You may want to set up your entire shop by price. This is another alternative for setting up.)
4. Price cards should represent your cost plus the profit margin that you chose. Place the tent price cards so that both the volunteer and child can read the price. **DO NOT MARK PRICES ON THE ITEMS.** If prices are marked on the items, they will not be accepted for credit.
5. Place one item for display on the table. Place all other items under the corresponding table or against the wall directly behind the table. When the child makes a purchase you will pull from the items under the table or against the wall. Some smaller items may be in large lots and it is okay to set some or all of the items on the table.
6. Set up your checkout area. You will need a cash box and calculator if you did not sign up in time to get a programmable cash register.
7. Set up your gift-wrap area. Have an extra table with gift wrap bags for the items to be wrapped. Wrap the items in the gift bags after the child has paid for the items.
8. Hang signs for your cashier and gift wrap area.
9. You may wish to enhance the room with holiday décor. Holiday music will enhance the entire shopping experience.

"IT'S SHOP TIME"

Make an announcement each morning that the shop will be open.

1. Ask teachers to accompany their class to assist in supervising the children.
2. For children that do not shop, ask them to wait in the hall or other area. Some schools give them a candy cane or have a coloring area to give them something to do.
3. Limit shoppers to the number of parent volunteers, so that each volunteer can work individually with a child. The volunteer will take the budget envelope, check the amount of money, and begin working with the child.
4. When an item is sold, take it from the stock boxes under the tables. When you have one item remaining, do not sell the item from the table. Reorder any additional merchandise needed.
5. If items are "out of stock", encourage the child to make another selection. This is the child's only time to shop and some items may not be available to be reordered. We do allow a child to prepay for an item if they cannot find any other item and we will do our best to have this item to them before the holiday. You must notify us if you have presold items so we can mark the reorder accordingly.
6. Place your reorder request by 3:00 pm local time (see reorder section).
7. When the child finishes shopping, he/she will proceed to the cashier with the money envelope or tally sheet (page 19) and gifts. The cashier will tally the order, handle payment, and send the child to the gift-wrap table where volunteers will wrap their gifts in the provided gift bags.
8. Remove and secure money and checks daily. Total your deposit and reserve \$50.00 change for the next day.
9. Each day fill in the total daily collections on page 20 of your guidebook. This form will serve as a receipt for your treasurer's records. Make a copy for yourself and your treasurer and file it for future reference.

Reordering Merchandise

Reindeer Lane® provides an array of items from which the children may select. If a particular item sells out, do not guarantee the item will be there the next day. Reindeer Lane®, like any other wholesale establishment, may be out of a particular item. We do encourage reorders. If you need additional merchandise please follow these steps:

- 1) To prepare a reorder, place the following information on the reorder sheet provided (Copy reorder sheet in back of guide).
 - a) Item numbers.
 - b) Item description.
 - c) Quantity of items needed. Do not order by box or bag. We must have the quantity of each item needed.

We allow two next day air re-orders per week.

- 2) Go to www.reindeerlane.com and click "Express Reorders" for quick & easy reorders.
- 3) Phone in reorders to the following number: **Toll free - 1-877-378-0403**
- 4) As a last resort you can fax the reorders with a follow up call to make sure your order was received. To fax a reorder: 1-888-243-2391
- 5) Call by 3:00pm local time to guarantee same day processing of your order.

Closing Your Shop

1. Arrange like items together. Pack merchandise carefully to avoid breakage.
 - Fax or mail pages 21, 22, and 23 with payment within 3 business days of shop close.
 - CONSOLIDATE ALL MERCHANDISE INTO AS FEW BOXES AS POSSIBLE. CHARGES WILL BE INCURRED FOR BOXES NOT PACKED TIGHTLY AS INSTRUCTED.
 - Replace all items in their cartons if they have been removed.
 - Put heavy items on bottom of box and light, breakable or crushable items on top.
 - Please discard broken items.
2. Unsold merchandise must be returned immediately.
3. If a Reindeer Lane Gift Shop® representative delivered your merchandise, call Reindeer Lane Gift Shop® immediately for a pick up.
4. Place the FEDEX prepaid return labels that we provided you on the boxes and leave them in the front office. Then call FEDEX at 888-777-6040. You may use the automated service or talk to a rep and tell them that you have a preferred pickup, give them account # 2441-2811-4 along with the number of boxes and the school name and address. If you have any problems please call us so we can assist.

Calculating The Bill

(Please See Final Bill Calculations on page 21)

1. Call Reindeer Lane if you are having any problems. Total all your daily receipts on page 20 and use that total to fill out page 21. If you collected sales tax, deduct the amount of sales tax collected from total receipts prior to calculating your profit. Multiply the total by the profit percentage you chose. Example: If you chose 20% then multiply the total by .20. Send the remaining percentage to Reindeer Lane.
2. Reindeer Lane will verify the account and notify your organization of any discrepancies.
3. Make payment by fax if possible; see pages 20,21 and 22 If by mail send checks payable to:

Reindeer Lane Gift Shop®
Headquarters Office
42850 Signature Ct.
Lancaster, CA 93535

DO NOT PUT YOUR CHECK IN BOXES WITH THE RETURNED PRODUCT

***Name of school must be included on check.**

Sample Letters & Forms



- Volunteer Letter
- Volunteer Chart
- Morning & Afternoon Announcements
- “Dear Teacher” Letter
- Teacher Sign-Up Chart
- Reorder Form
- Daily Totals Form
- Tally Sheet
- Parent Letter
- Parent Letter in Spanish
- Daily Collection Sheet
- Payment Form & Receipt
- Fax Check Payment Form
- Survey & Comments
- Early Agreement Form

Reindeer Lane®

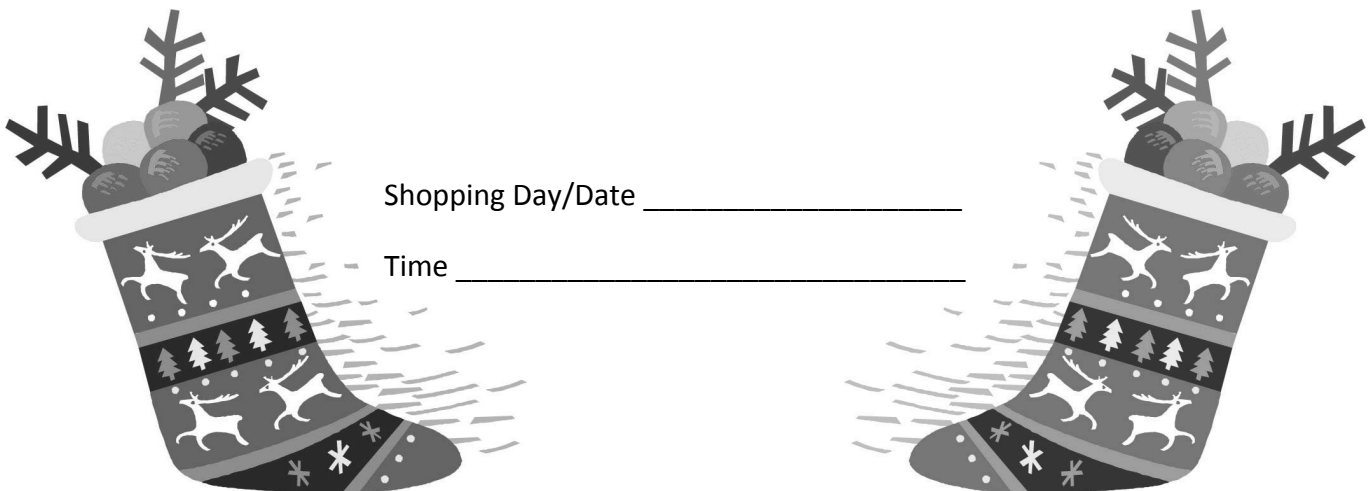
The Nation's Best Kid's Secret Gift Shop! Is Coming to Our School!

Dear Parent,

Reindeer Lane Gift Shop® is coming to our school this year - with exciting gifts for the entire family. This wonderful kid's gift shop, under the supervision of parent volunteers, is an unforgettable event for everyone to enjoy.

Your children may choose from over 100 different gift items ranging in price from \$.25 to \$20.00. These gifts have been specially selected with quality in mind. The items are both popular and useful. Imagine your child's delight when he or she surprises you with secretly chosen gifts. Educators and parents alike recognize this shopping experience as one of the most valuable and exciting activities held each year.

The "Gift List" budget envelope should be completed and returned, along with cash or check, to the school on the day your child is scheduled to participate in the Reindeer Lane Gift Shop®. Make checks payable to _____(school name or organization).



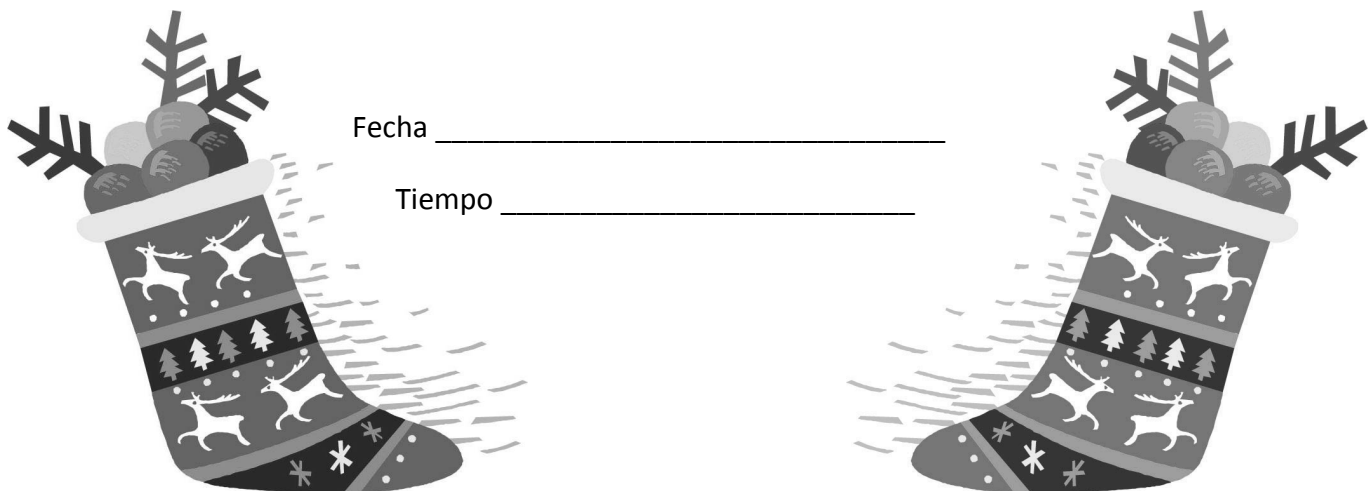
Happy Holidays!

Estimados Padres:

The Reindeer Lane® vendra a la escuela de sus niños durante el año escolar con muchos regalos para toda la familia. Esta tienda es unica y esta bajo la supervisión de padres voluntarios, sera una experiencia inolvidable para el agrado de todos.

Sus niños pueden escoger entre mas de 100 diferentes regalos con precios desde \$.25 hasta \$20.00. Estos regales han sido seleccionados con la mejor calidad en mente, estos regalos son populares y de gran uso. Imaginese la alegria que su niño/niña sentira cuando usted reciba uno de estos regalos. Tanto los padresde familia como los maestros de escuela reconocen que esta es una de las actividades mas divertidas y deseada durante el año escolar.

The "Gift List" es el sobre que contiene el dinero ya sea en efectivo o en cheque y debe de



Muchas Felicidades!

Reindeer Lane Gift Shop®

Volunteers Needed!

We need volunteers to help with this year's Reindeer Lane Gift Shop®.

The shop dates will be _____.

We have two shifts scheduled. You may choose either _____ or _____.

The school or volunteer organization operates this shop. Children may select and purchase surprise presents for you and other loved ones. The thrill the children experience from this shopping adventure will make it well worth your time!

YOUR NAME: _____

PHONE NUMBER: _____

TEACHER'S NAME: _____

WHEN YOU ARE AVAILABLE: _____

IF YOU CAN HELP, PLEASE RETURN THIS COMPLETED FORM TO YOUR CHILD'S TEACHER.

I will call you to discuss details and confirm your scheduled time.

Thank you very much.

Reindeer Lane Gift Shop® Chairperson



We really need your help!

Morning & Afternoon Announcements



Morning Announcement - One month from start date

Good morning students! I would like to have your attention to tell you about an exciting program coming to our school. Reindeer Lane Gift Shop® will be coming to the school in a few weeks. The shop will allow you to buy gifts for your friends and family. Look for the colorful announcement posters that will be posted in the halls. Near the date of the shop you will be given parent letters and envelopes to take home. Have a great day!

Morning Announcement - Two weeks prior to start of shop

Good morning students. Today we will be sending home Reindeer Lane Gift Shop® parent letters and gift envelopes. You need to give these items to your parents so that you can participate in the shop when it starts. Reindeer Lane Gift Shop® will be opening in two weeks. Talk to your parents about doing extra chores around the house so that you can earn money to shop. This is getting very exciting. Have a great Day!

Afternoon Announcement - During Shop

Students, I want to take this time to remind you that Reindeer Lane Gift Shop® will be open during school tomorrow. Please check with your teacher to find out what day you are scheduled. (If you have a schedule, announce the classes that are to shop the next day). Don't forget to bring your money envelope on your scheduled day to shop. We don't want you to miss the excitement. Have a great day!

Have A Great Day!

Reindeer Lane®

The Nation's Best Kid's Secret Gift Shop! Is Coming to Our School!

To All Teachers:

This year we are having Reindeer Lane Gift Shop® for the students. It is scheduled for _____ . It will run daily from _____ to _____ with a make-up day scheduled for _____ .

We will post a sign-up sheet for you to select the time you wish to bring your class through the Gift Shop to buy gifts. All classes should select one, 30-minute time slot. Reindeer Lane Gift Shop® is an excellent opportunity for the children to gain experience in earning and saving money as well as selecting and purchasing items with that money. The week before the shop opens, we will send home a "Gift List" budget envelope for the children to use and keep track of their gift money. We will provide a letter to send to the parents indicating their child's shopping day. Please refer to page 17 of this Guide Book and write the location and time of your class's shopping trip. Then print the page on the reverse side of the Parent Letter. Please help by reminding the children and noting the date on classroom calendars.

Thank you for your help and cooperation.

Reindeer Lane Gift Shop®
Chairperson



School Presents



Date: _____

Location: _____

Dear Parents and Grandparents:

If you'd like to volunteer to help out at this year's **Reindeer Lane Gift Shop**, please call:

_____ at (____) _____



Tally Sheet

Name: _____

Teacher: _____

	Qty	Item #	Description	Price
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



Tally Sheet

Name: _____

Teacher: _____

	Qty	Item #	Description	Price
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Reindeer Lane Gift Shop®

Daily & Weekly Total Collections

School Name: _____ Phone #: _____

Chairperson's Name: _____ Phone #: _____

Treasurer's Name: _____ Phone #: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	WEEKLY TOTAL
\$ Sales								
\$ Sales								

TOTAL SALES

PLEASE NOTE:

Payment is due no later than three business days after the shop closes.

Please keep a copy of this for the Treasurer.



Make Your Payment By Fax if possible

(See page 22)

Remit With Payment To: Reindeer Lane Gift Shop®

Headquarters Office

Final Bill Calculations

This is your final bill & receipt. Please keep a copy for your records.



School Name: _____

City: _____ State: _____ Zip: _____

- A. Total Deposits including Sales Tax. A.\$ _____
- B. Adjusted Amount for Sales Tax Calculation. B.\$ _____
(Divide line A by 1+tax rate as a decimal. Enter the amount on line B)
ie. \$5,000 divided by 1.09 equals \$4,587.16
- C. Sales Tax Calculation. C.\$ _____
(Subtract line B from line A)
ie. \$5,000 minus \$4,587.16 equals \$412.84
- D. Profit Percentage Your Organization Chose. D.x 0. _____
(Example: If you chose 20%, then put .20)
- E. Profit Amount Your Organization Keeps. E.\$ _____
(Multiply line B and line D)
ie. \$4,587.16 multiplied by 0.20 equals \$917.43
- F. Early Sign-Up Bonus - **If Applicable! Skip for Rewards Program.** F.\$ _____
If no sign up bonus, then enter zero on line F
(Subtract line E from line B and Multiply the result by the %.)
(If 5% use .05) ie. \$3,669.73 multiplied by 0.05 equals \$183.49
This is not applicable if payment is not made within 3 days of the shop ending or if line F is less than \$1,500.00!
- G. Amount Your Organization Keeps G.\$ _____
(Add line E and line F)
ie. \$917.43 plus \$183.49 equals \$1,100.92
- H. **Total Amount Due** Reindeer Lane Gift Shop H.\$ _____
(Line A minus line G)
ie. \$3,669.73 plus \$412.84 equals \$4,085.57

Please only send ONE check for your school's payment.
The name of your school must be included on check.

Make Your Payment By Fax if possible (SEE NEXT PAGE). If by mail remit payment to:>>>

****Include this sheet with payment. Do not place check in box with merchandise****

Reindeer Lane Gift Shop®
Headquarters Office
42850 Signature Court
Lancaster, CA 93535



CHECK BY FAX FORM



Note: All written debt authorizations must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization

PLEASE FILL OUT COMPLETELY AND FAX TO 1-888-243-2391

*** Tape Your Check Here ***

1. Fill out your check clearly and completely made payable to Reindeer Lane Gift Shop.
2. Tape a copy of your check within the dotted line space provide on this form.
3. Fax this form with your attached check using the fine quality setting on your fax machine.
4. Destroy your check or keep it on file for your records. Reindeer Lane Gift Shop does not need your original check. Reindeer Lane Gift Shop will create an ACH entry from the fax copy of your check for payment.

We authorize Reindeer Lane Gift shop, hereinafter called COMPANY, to initiate debit entries to my Checking or Savings Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. I hereby authorize COMPANY to initialize a debit entry to my checking account indicated on the check above and the depository named on the above check to debit the same to such account. I understand that COMPANY will keep a copy of my faxed checks for their protection. I certify that the above information is accurate and complete. I will not hold COMPANY legally liable for any lack of correctness on my part.

School Name:	ID Number:
Authorized Amount:	Date:
Signature:	Phone Number:
Printed Name:	Fax Number:
Bank Name:	Branch:
Routing Number:	Account Number:
City:	State:

Survey & Comments

Please take a moment to fill out our survey and let us know how we are doing and how we can better serve you in the future.
 When you have finished our survey, please fax it to us at **888-243-2391** or you can mail back to us at:
Reindeer Lane Gift Shop® Headquarters Office 42850 Signature Ct. Lancaster, CA 93535

School Name: _____
 City: _____ State: _____ Zip: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The Instruction Manual was helpful in running a successful shop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The promo materials that were sent to my school were useful & helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I received enough products in my initial delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone was happy with the quality of the product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The reordering process was easy to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service was friendly and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service was knowledgeable in assisting me or finding someone who could.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My phone call was answered within a reasonable time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When I called customer service for assistance my requests were taken care of in a reasonable time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service followed through with all issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The "How to Program Cash Register" sheet was helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was easy to use the cash register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The price codes on the items were helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The children enjoyed the shop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much participation from the children did the school receive? _____
 What was the average amount of money each child brought in? _____
 How much participation from volunteers did the school receive? _____
 Was your shop held during school hours or outside of school hours? _____
 If the shop was used as a fundraiser, what did the funds contribute to? _____

Comments: _____



Early Customer Agreement Form REINDEER LANE GIFT SHOP®

Headquarters office 42850 Signature Ct. Lancaster, CA 93535
770-418-0355 or 877-378-0403
Fax: 888-243-2391
Email: mail@reindeerlane.com



Chairman:	School Name:	
Home Address:	Address:	
Email:	Phone: ()	
Phone: ()	Fax: ()	
City/State/Zip:	City/State/Zip:	
President:	Shop Dates:	
Email:	School Enrollment:	
Phone: ()	Fax: ()	County:
Treasurer:	Phone: ()	Shop Run By: PTA <input type="checkbox"/> PTO <input type="checkbox"/> School <input type="checkbox"/>

REINDEER LANE GIFT SHOP® WILL PROVIDE:

1. A selection of gift items for children to purchase.
2. Gift bags, posters, carry home bags and tablecloths.
3. Announcement flyers for each child to take home.
4. Budget envelope with parent gift guide for each child.
5. Shop instructions.
6. Tent cards, product sheets and retail code sheets.

REINDEER LANE GIFT SHOP® WILL:

1. Deliver/ship the merchandise free, during our designated delivery date to your area.
2. Deliver/Ship additional merchandise during operation of shop. We cannot guarantee 100% on the restocking of items.
3. Take back ALL unsold, unmarked and damaged merchandise.
4. Pick up free or pay for return shipping via Ground Service only with the provided return labels.

Please Choose Desired Profit: Cash Register

0% 10% 20% Yes No

Code sheets, tent cards and product sheets will be provided to match your profit for our no inventory programs.

Reindeer Lane Gift Shop® Representative

Date

YOUR ORGANIZATION AGREES:

1. To sell no other commercial merchandise with Reindeer Lane Gift Shop® merchandise.
2. To not mark on or put price stickers on any merchandise.
3. To submit proper tax-exempt form if not paying sales tax.
4. To supply tables to display merchandise.
5. To provide volunteers for the shop.
6. To keep up with all funds collected daily.
7. To re-box all merchandise the last day of the shop.
8. To return all product, unused promotional supplies, paper products and bags to Reindeer Lane Gift Shop®.
9. If shipping, to ship unsold **merchandise using our enclosed labels. Product must be returned within 3 days of shop end.**
10. To **fax** or mail payment within 3 business days after close of shop with copy of daily collection sheet and total due.
11. To pay 1.5 % interest compounded monthly for any payments made after the 3-day payment due date.
12. To run the shop for the specified dates and to **pay a cancellation fee of \$500 if the shop is canceled after Sept. 30th.**

ITEMS AND PRICES ARE SUBJECT TO CHANGE

Amount paid to previous vendor: \$ _____

Number of day's previous shop was run: _____

I have read and understand this agreement and am an Authorized agent for this organization. (Include name & title)

Date

- **YOU MUST PAY REINDEER LANE GIFT SHOP A MINIMUM PAYMENT OF \$ 1,500.00 TO QUALIFY FOR ANY INCENTIVE OFFERED!**
- **ALL INCENVTIVES ARE CONTINGENT UPON PAYMENT BEING RECEIVED OR POSTMARKED ACCORDING TO ITEM #10 ABOVE.**
- ** **PRODUCT RETURNS ARE NOT ACCEPTED AFTER JAN 20th. AFTER JAN 20th, PRODUCT MUST BE PAID FOR IN FULL.**

Any incentive must be written on this line: IF THIS FORM IS USED TO RE-SIGN EARLY AND (RECEIVED BY REINDEER LANE NO LATER THAN JANUARY 31ST) ALL THE BEST INCENTIVES APPLY. THE SCHOOL ALSO HAS THE OPPORTUNITY TO CHANGE TO ANY FUTURE INCENTIVES OFFERED THROUGH OUT THE YEAR. "The \$1,500.00 min above does not apply to the gift buck or stocking bonus."